

Standard Installation/Division Personnel System (SIDPERS)

Software User Manual (SUM)

for the

Advanced Information Technology Systems (AITS) Task Order

AITS-SIDPERSUM-U-R3C0
CDRL 3-005

29 September 2011

Prepared for:

**UNITED STATES ARMY PROGRAM EXECUTIVE OFFICE
ENTERPRISE INFORMATION SYSTEMS
(USA PEO EIS)**

Prepared by:

Science Applications International Corporation
AITS Operation
6565 Arlington Blvd.
Falls Church, VA 22042

Approvals

Approval	Alexander Nogin
Title	Author
Signature...//Alexander Nogin	Date 6/8/2011
Product Approval	Tom Witt
Title	ARNG-IMS Software Engineering Lead
Signature...//s/	Date MM/DD/2011
Product Approval	Lisa Rand
Title	AITs Quality Assurance Manager
Signature...//s//	Date DD/MM/2011
Product Approval	Rana Barzegar
Title	ARNG-IMS Project Manager
Signature...//s/	Date MM/DD/2011
Delivery Approval	Melanie Henderson
Title	AITs Deliverables Management Lead
Signature...//s//	Date MM/DD/2011

D
R
A
F
T

Distribution

Tom Neff RCAS Project Director (1 digital copy)
COL Brenda Mason ARNG-IMS Division Chief (1 digital copy)
Annmarie MacBride COR (1 digital copy)
Mark Montrey Chief BMO (1 digital copy)
Dave Cornelissen PD RCAS CM Manager (1 digital copy)
Avone Chisley PD RCAS Coordinator (1 digital copy)
Ricky Freese ARNG-IMS Enterprise Configuration Manager (1 digital copy)
Mark Escobar SAIC AITS Program Manager (1 digital copy)
Cindy Frye SAIC AITS Deputy Program Mgr/Business Mgr (1 digital copy)
Lisa Rand SAIC AITS Quality Assurance Manager (1 digital copy)
Carolyn Stelter SAIC AITS Enterprise Operations Manager (1 digital copy)
Paula Anderson SAIC AITS Contracts Manager (1 digital copy)
Upload to AITS Management Portal (1 digital copy)

D
R
A
F
T

Table of Contents

1	DESCRIPTION.....	1
1.1	SIDPERS Benefits.....	1
1.2	First-Time Use of the System.....	2
1.2.1	Access Control.....	2
1.2.2	Installation and Setup.....	2
1.3	Conventions used in the SIDPERS User Manual	2
1.4	Document Organization	3
2	LOGGING INTO SIDPERS.....	4
3	PROCEDURES.....	5
3.1	Action.....	5
3.2	Admin Functions Procedures	5
3.2.1	Update/Review Originator Code Procedure	6
3.2.2	External Interface Processes	8
3.2.3	SICCOOP Procedure	10
3.2.4	LSDBCOOP Procedure	10
3.2.5	AWARDSCOOP Procedure	11
3.2.6	TAPDB_MEDPROS_EXTRACT Procedure.....	11
3.2.7	SIMKR20 Procedure.....	12
3.2.8	Quality Assurance (QA) Reports.....	12
3.3	Reports	12
3.3.1	Generating a GPFD-0080 Advisory Messages Report	12
3.3.2	Generating a GPFD-1770 Bonus Termination Report.....	13
3.3.3	Generating a GPFD-1670 NCO Evaluation Report (DA Form 2166-7)	13
3.3.4	Generating a GPFD-1680 NCO Evaluation Report Check Sheet Report.....	14
3.3.5	Generating a GPFD-1650 Soldiers Reported Not Duty Position Qual Report.....	15
3.3.6	Generating a GPFD-1620 Enlisted Suspense Listing – Master Report	16
3.3.7	Generating a GPFD-0430 Interface Transaction Register to HOL Report.....	16
3.3.8	Generating a GPFD-0440 Interface Trans Register to Mil Pay Bran Report	17
3.3.9	Generating a GPFD-1210 Monthly Personnel Trans Register By Unit Report.....	18
3.3.10	Generating a GPFD-1240 Officer/Warrant Suspense List – Master Report.....	19
3.3.11	Generating a GPFR-1790 Personnel Qualification Record Report (By SSN).....	20
3.3.12	Generating a GPFR-1790 Personnel Qualification Record Report (By UPC)	21
3.3.13	Generating a GPFR-1790 Personnel Qualification Record Report (By PR_NBR) 23	
3.3.14	Generating a GPFR-1790 Personnel Qualification Record Report (By RPT_SEQ_CODE).....	25
3.3.15	Generating a GPFR-0880 Personnel Transaction Register By Unit Report	27
3.3.16	Generating a GPFR-1710 Unit Manning Report	28
3.3.17	Generating a GPFR-1420 Unit Record Of Res Training (DA Form 1379) Report 30	
3.3.18	Generating a GPFR-1460 Unresolved Error Report By Unit Report	32
3.3.19	Generating a GPFR-1820 Update Error Report.....	33
3.3.20	Generating a GPFR-1200 Strength Accountability Report	34
3.4	Personnel Action Procedures	35
3.4.1	Administrative Addition (ADMA)	35
3.4.2	Address Mailing Individual (ADRI).....	37

3.4.3	Appointment Waiver Conditions (AWC)	37
3.4.4	Armed Forces Qualifications Test Percentile (AFTS)	38
3.4.5	Assignment/Loss Reason and Date (ALCD)	38
3.4.6	Attached (ATCH)	39
3.4.7	Authorized Strength (ASTE)	39
3.4.8	Aviation Data (AVDA)	39
3.4.9	Benefit Status Waiver Code (BSWC)	40
3.4.10	Civilian Education Level (CEDL)	40
3.4.11	Citizenship Status, U.S. Origin (CITZ)	41
3.4.12	Civilian Occupation (CIVO)	41
3.4.13	Commissioned/Warrant Officer Service Date (CWSD)	41
3.4.14	Conditional Release (CREL)	42
3.4.15	Current Organization Identification (COCD)	42
3.4.16	Current Procurement and Date (CPSD)	43
3.4.17	Date of Birth (DOB)	43
3.4.18	Date of Initial Entry into a Reserve Component (DERC)	44
3.4.19	Date of Rank Reserve (DOR)	44
3.4.20	Deceased (DECD)	45
3.4.21	Discharge (DSCH)	45
3.4.22	Duty Position (DPOS)	46
3.4.23	Enlistment Option Period (ENOP)	46
3.4.24	Enlistment/Reenlistment Bonus – Reserve (ERBR)	46
3.4.25	Enlistment Waiver Condition (EWCD)	47
3.4.26	Enter Active Duty Training (EADT)	47
3.4.27	Ethnic Group (EGD)	48
3.4.28	Evaluation Report (EERF)	48
3.4.29	Expiration Date of Attachment (EXDA)	49
3.4.30	Expiration Ready Reserve Obligation Date (ERRO)	49
3.4.31	Expiration Statutory Military Obligation (ESMO)	50
3.4.32	Extension (EXT)	50
3.4.33	Federal Recognition Identification (FRG)	51
3.4.34	Grade Abbreviation and Code (GRCD)	51
3.4.35	Grade Change (GRCH)	52
3.4.36	Grade Change Waiver (GRWV)	52
3.4.37	Incentive Pay (IPAY)	53
3.4.38	Initial Active Duty Training (IADT)	53
3.4.39	Initial Procurement and Date (IPCD)	54
3.4.40	Intact Unit Gain (OIUG)	54
3.4.41	Intact Unit Loss (OIUL)	54
3.4.42	Language Identity (LANG)	54
3.4.43	Local Data – Personnel (LDP)	55
3.4.44	Local Data – Personnel Addendum (LDPA)	55
3.4.45	Mandatory Promotion Board Results (MPBR)	56
3.4.46	Mandatory Removal Reason and Date (MRD)	56
3.4.47	Marital Status (MARS)	57
3.4.48	Military Education Completed (MLED)	57

3.4.49	Military Occupational Specialty (MOS) Code	58
3.4.50	Miscellaneous (MISC)	58
3.4.51	Name, Individual (NAME)	59
3.4.52	Non prior Service Gain (NPSG)	59
3.4.53	Pay Entry Basic Date (PEBD)	60
3.4.54	Previous Record Status and Date (PRSC)	60
3.4.55	Prior Service Gain (PSG).....	61
3.4.56	Privacy Act Disputed Record (PADR)	61
3.4.57	Proficiency Pay (PPAY)	62
3.4.58	Projected Promotion Eligibility Date (PPED)	62
3.4.59	Promotion Consideration Code (PCC).....	63
3.4.60	Qualitative Selective Retention Identifier (QSRC).....	63
3.4.61	Race/Population Group (RACE).....	63
3.4.62	Reenlistment (RENL)	64
3.4.63	Release from Active Duty (RADT)	64
3.4.64	Religious Denomination (RELG)	65
3.4.65	Reserve Officer Training Corps (ROTC)	65
3.4.66	Retention Waiver (RTWV).....	66
3.4.67	Retirement Year Ending Date (RYE)	66
3.4.68	Return from Inactive National Guard (RING).....	67
3.4.69	Security Clearance (SCYC)	67
3.4.70	Separation (SEP).....	68
3.4.71	Servicemen’s Group Life Insurance Election (SGLI)	68
3.4.72	Sex (SEX)	68
3.4.73	Special Pay (SPAY).....	69
3.4.74	Source Commission/Warrant (SRCW).....	69
3.4.75	Social Security Number, Service Member (SSN).....	70
3.4.76	Specialty Skill Identifier (SSI).....	70
3.4.77	Survivor Benefit Plan (SBP) Election.....	71
3.4.78	Tax Information Individual (TAX).....	71
3.4.79	Term of Enlistment – Reserve (TOER)	72
3.4.80	Transfer to Inactive National Guard (TING)	72
3.4.81	Transfer within State (TRF).....	73
3.4.82	Twenty Year Certificate Status (TYCS).....	73
3.4.83	Army Physical Fitness Test (APFT).....	74
3.4.84	Uniformed Thrift Savings Plan (UTSP)	74
3.5	Queries	75
3.5.1	Query by SSN Procedure	75
3.5.2	Query by Name Procedure.....	75
3.5.3	Looker	76
3.5.4	Recruit Force Pool Procedure	76
3.6	Organizational Processing.....	76
3.6.1	ASTE Transaction Procedure	77
3.6.2	Authorized Massive Strength Transaction Procedure.....	79
3.6.3	OIUG Transaction Procedure	80
3.6.4	OIUL Transaction Procedure	81

3.6.5	OIUR Transaction Procedure.....	82
3.6.6	Load MTOE/TDA Procedure	82
3.7	Local Supplemental Database (LSDB) Function.....	83
3.7.1	All Categories Procedures.....	83
3.7.2	GPFR_4100(SSN) Report Procedure	85
3.7.3	GPFR_4100 (UNIT) Report Procedure	89
3.7.4	GPFR-1840 PROMOTION ELIG ROSTER PR_NBR AND NAME Report Procedure.....	91
3.7.5	GPFR-1840 PROMOTION ELIG ROSTER RPT_SEQ_CODE AND NAME Report Procedure.....	93
3.7.6	GPFR-1840 PROMOTION ELIG ROSTER BY NAME Report Procedure	94
3.7.7	GPFR-1840 PROMOTION ELIG ROSTER BY UIC AND NAME Report Procedure.....	95
3.7.8	GPFR-1860 GRADE AND NAME Report Procedure.....	96
3.7.9	GPFR-1860 GRADE AND CPMOS Report Procedure	97
3.7.10	GPFR-1860 GRADE AND CPMOS LESS SSN Report Procedure	98
3.7.11	GPFR-1860 CPMOS PROMOTION LIST Report Procedure	99
3.7.12	GPFR-1860 CPMOS PROMOTION LIST LESS SSN Report Procedure.....	99
3.7.13	NGABS ALL PERSONNEL EXTRACT Procedure	100
3.7.14	E2-E4 AUTO ADVANCEMENT ROSTER Report Procedure.....	100
3.8	Interfaces Procedures	102
3.8.1	Run UPS Export Procedure	102
3.8.2	Run UPS Import Procedure.....	102
3.8.3	Run JPAS Import Procedure.....	103
3.8.4	Run MEDPROS Import Procedure.....	103
4	SIDPERS SCREENS, DIALOG BOXES, AND REPORT PARAMETER FORMS.....	104
4.1	Logon Dialog Box.....	104
4.2	SIDPERS Main Screen.....	104
4.3	Admin Functions.....	107
4.3.1	UPDATE/REVIEW ORIGINATOR CODE Screen	107
4.3.2	GENERATE HOL INTERFACE DATA Screen	112
4.4	REPORTS	113
4.4.1	GPFD-0080 Advisory Messages Report Parameter Form.....	114
4.4.2	GPFD-1770 Bonus Termination Report Parameter Report Parameter Form	114
4.4.3	GPFD-1670 NCO Evaluation Report (DA Form 2166-7) Report Parameter Form 115	
4.4.4	GPFD-1680 NCO Evaluation Report Check Sheet Report Parameter Form	116
4.4.5	GPFD-1650 Soldiers Reported Not Duty Position Qual Report Parameter Form	116
4.4.6	GPFD-1620 Enlisted Suspense Listing – Master Report Parameter Form.....	117
4.4.7	GPFD-0430 Interface Transaction Register to HOL Report Parameter Form	118
4.4.8	GPFD-0440 Interface Trans Register to Mil Pay Bran Report Parameter Form..	118
4.4.9	GPFD-1210 Monthly Personnel Trans Register By Unit Report Parameter Form 119	
4.4.10	GPFD-1240 Office/Warrant Suspense List – Master Report Parameter Form.....	120
4.4.11	GPFR-1790 PERSONNEL QUALIFICATION RECORD BY SSN Screen	120
4.4.12	GPFR-1790 PERSONNEL QUALIFICATION RECORD BY UPC Screen	121

4.4.13	GPFR-1790 PERSONNEL QUALIFICATION RECORD BY PR_NBR Screen	122
4.4.14	GPFR-1790 PERSONNEL QUALIFICATION RECORD BY RPT_SEQ_CODE Screen	123
4.4.15	GPFR-0880 Personnel Transaction Register By Unit Report Parameter Form....	124
4.4.16	GPFM-1710 UNIT MANNING REPORT Screen	125
4.4.17	GPFM-1420 UNIT RECORD OF RESERVE TRAINING (DA FORM 1379) Screen	126
4.4.18	GPFM-1460 Unresolved Error Report By Unit Report Parameter Form	128
4.4.19	GPFR-1820 Update Error Report Parameter Form	129
4.4.20	GPFR-1200 Strength Accountability Report Parameter Form	129
4.5	Personnel Action	130
4.5.1	TRANS MNEMONIC MENU Screen.....	130
4.5.2	ADMINISTRATIVE ADDITION Screen	132
4.5.3	ADDRESS MAILING INDIVIDUAL Screen	133
4.5.4	ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE Screen ..	136
4.5.5	ASSIGNMENT/LOSS REASON AND DATE Screen.....	137
4.5.6	ARMY PHYSICAL FITNESS TEST Screen.....	138
4.5.7	ATTACHED Screen	140
4.5.8	AVIATION DATA Screen	141
4.5.9	APPOINTMENT WAIVER CONDITIONS Screen	143
4.5.10	BENEFIT STATUS WAIVER CODE Screen	146
4.5.11	CIVILIAN EDUCATION Screen.....	147
4.5.12	CITIZENSHIP STATUS, U.S. ORIGIN Screen	148
4.5.13	CIVILIAN OCCUPATION Screen	149
4.5.14	CURRENT ORGANIZATION IDENTIFICATION Screen.....	151
4.5.15	CURRENT PROCUREMENT AND DATE Screen	152
4.5.16	CONDITIONAL RELEASE Screen.....	154
4.5.17	COMMISSIONED/WARRANT OFFICER SERVICE DATE Screen.....	156
4.5.18	DECEASED Screen.....	157
4.5.19	DATE INITIAL ENTRY INTO RESERVE COMPONENT (DERC) Screen	158
4.5.20	DATE OF BIRTH Screen	159
4.5.21	DATE OF RANK RESERVE Screen.....	160
4.5.22	DUTY POSITION Screen	161
4.5.23	DISCHARGE Screen.....	164
4.5.24	ENTER ACTIVE DUTY TRAINING Screen.....	166
4.5.25	EVALUATION REPORT Screen	170
4.5.26	ETHNIC GROUP Screen	171
4.5.27	ENLISTMENT OPTION PERIOD Screen	172
4.5.28	ENLISTMENT/REENLISTMENT BONUS – RESERVE Screen.....	173
4.5.29	EXPIRATION READY RESERVE OBLIGATION DATE Screen.....	175
4.5.30	EXPIRATION STATUTORY MILITARY OBLIGATION DATE Screen	176
4.5.31	ENLISTMENT WAIVER CONDITION Screen	177
4.5.32	EXPIRATION DATE OF ATTACHMENT Screen	180
4.5.33	EXTENSION Screen	181
4.5.34	FEDERAL RECOGNITION IDENTIFICATION Screen	183
4.5.35	GRADE ABBREVIATION AND CODE Screen	185

4.5.36	GRADE CHANGE Screen	187
4.5.37	GRADE CHANGE WAIVER Screen	190
4.5.38	INITIAL ACTIVE DUTY TRAINING Screen	191
4.5.39	INCENTIVE PAY Screen	193
4.5.40	INITIAL PROCUREMENT AND DATE Screen	194
4.5.41	LANGUAGE IDENTITY Screen.....	196
4.5.42	LOCAL DATA PERSONNEL Screen	197
4.5.43	LOCAL DATA PERSONNEL – HOL Screen	199
4.5.44	MARITAL STATUS Screen	200
4.5.45	MISCELLANEOUS Screen	201
4.5.46	MILITARY EDUCATION COMPLETED Screen.....	204
4.5.47	MILITARY OCCUPATIONAL SPECIALITY DESIGNATOR Screen.....	206
4.5.48	MANDATORY PROMOTION BOARD RESULTS Screen	208
4.5.49	MANDATORY REMOVAL REASON AND DATE Screen.....	210
4.5.50	NAME Screen.....	211
4.5.51	NON PRIOR SERVICE GAIN (Page 1) Screen	213
4.5.52	NON PRIOR SERVICE GAIN (Page 2) Screen	215
4.5.53	NON PRIOR SERVICE GAIN (Page 3) Screen	218
4.5.54	NON PRIOR SERVICE GAIN (Page 4) Screen	221
4.5.55	COMMISSIONED OFFICERS AND WARRANT OFFICERS Screen.....	225
4.5.56	ENLISTED Screen.....	227
4.5.57	ENLISTED RECRUIT FORCE POOL (RFP) Screen	230
4.5.58	PRIOR SERVICE GAIN (PAGE 1) Screen	233
4.5.59	PRIOR SERVICE GAIN (PAGE 2) Screen	236
4.5.60	PRIOR SERVICE GAIN (PAGE 3) Screen	238
4.5.61	PRIOR SERVICE GAIN (PAGE 4) Screen	241
4.5.62	PRIOR SERVICE GAIN (PAGE 5) Screen	244
4.5.63	PRIOR SERVICE GAIN (PAGE 6) Screen	247
4.5.64	PRIOR SERVICE GAIN COMMISSIONED/WARRANT OFFICERS Screen .	250
4.5.65	PRIOR SERVICE GAIN COMMISSIONED OFFICERS Screen.....	251
4.5.66	PRIOR SERVICE GAIN WARRANT OFFICERS Screen	253
4.5.67	PRIOR SERVICE GAIN ENLISTED E1 Screen.....	254
4.5.68	PRIOR SERVICE GAIN ENLISTED 2 Screen	256
4.5.69	PRIVACY ACT DISPUTED RECORD Screen.....	258
4.5.70	PROMOTION CONSIDERATION CODE Screen.....	259
4.5.71	PAY ENTRY BASIC DATE Screen	260
4.5.72	PROFICIENCY PAY Screen	261
4.5.73	PROJECTED PROMOTION ELIGIBILITY DATE Screen	262
4.5.74	PREVIOUS RECORD STATUS Screen.....	263
4.5.75	QUALITATIVE SELECTIVE RETENTION IDENTIFIER Screen	264
4.5.76	SIRACE Screen	266
4.5.77	RELEASE FROM ACTIVE DUTY TRAINING Screen.....	267
4.5.78	RELIGIOUS DENOMINATION Screen	270
4.5.79	REENLISTMENT Screen	271
4.5.80	RETURN INACTIVE NATIONAL GUARD Screen	273
4.5.81	RESERVE OFFICER TRAINING IDENTIFICATION Screen	278

4.5.82	RETENTION WAIVER Screen	279
4.5.83	RETIREMENT YEAR ENDING DATE Screen	281
4.5.84	SURVIVOR BENEFIT PLAN ELECTION Screen.....	282
4.5.85	SECURITY CLEARANCE Screen	283
4.5.86	SEPARATION Screen.....	286
4.5.87	SEX Screen	287
4.5.88	SERVICEMENS GROUP LIFE INSURANCE ELECTION Screen	288
4.5.89	SPECIAL PAY Screen	290
4.5.90	SOURCE COMMISSION WARRANT Screen	291
4.5.91	SPECIALTY SKILL IDENTIFIER Screen.....	292
4.5.92	SOCIAL SECURITY NUMBER Screen.....	294
4.5.93	TAX INFORMATION INDIVIDUAL Screen.....	294
4.5.94	TRANSFER TO INACTIVE NATIONAL GUARD Screen	297
4.5.95	TERM OF ENLISTMENT RESERVE Screen.....	298
4.5.96	TRANSFER WITHIN STATE Screen	299
4.5.97	TWENTY YEAR CERTIFICATE STATUS Screen	302
4.5.98	UNIFORMED THRIFT SAVINGS PLAN Screen	303
4.6	Query Screens	304
4.6.1	NAME QUERY (Page 1) Screen.....	305
4.6.2	NAME QUERY (Page 2) Screen.....	309
4.6.3	NAME QUERY (Page 3) Screen.....	316
4.6.4	NAME QUERY (Page 4) Screen.....	319
4.6.5	NAME QUERY (Page 5) Screen.....	323
4.6.6	NAME QUERY (Page 6) Screen.....	326
4.6.7	NAME QUERY (Page 7) Screen.....	330
4.6.8	NAME QUERY (Page 8) Screen.....	332
4.6.9	NAME QUERY (Page 9) Screen.....	334
4.6.10	NAME QUERY (Page 10) Screen.....	340
4.6.11	NAME QUERY (Page 11) Screen.....	343
4.6.12	LSDB QUERY Screen.....	347
4.6.13	ASTE QUERY Screen.....	347
4.6.14	LOOKER QUERY Screen.....	349
4.6.15	RFP Screen.....	350
4.7	Organizational Processing Screens	353
4.7.1	AUTHORIZED STRENGTH SINGLE CHANGE Screen	353
4.7.2	MASSASTE Screen.....	357
4.7.3	INTACT UNIT GAIN Transaction Screen.....	361
4.7.4	INTACT UNIT LOSS Transaction Screen.....	363
4.7.5	INTACT UNIT RETURN Transaction Screen.....	365
4.8	Local Supplemental Database	367
4.8.1	LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Language Proficiency)	368
4.8.2	LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Miscellaneous)	371
4.8.3	LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Enlisted Promotion – Board)	373

4.8.4	LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Enlisted Promotion – Non Board)	375
4.8.5	LOCAL SUPPLEMENTAL DATABASE – Categories Screen (SFPA).....	378
4.8.6	LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Personnel Awards) 380	
4.8.7	GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (SSN) Screen 381	
4.8.8	GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (UNIT) (Page 1) Screen.....	382
4.8.9	GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (UNIT) Page 2 Screen 384	
4.8.10	GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY PR_NBR AND NAME Screen 384	
4.8.11	GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY RPT_SEQ_CODE AND NAME Screen	387
4.8.12	GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY NAME Screen	388
4.8.13	GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY UIC AND NAME Screen 388	
4.8.14	GPFR-1860 PROMOTION LIST BY GRADE AND NAME	390
4.8.15	GPFR-1860 GRADE AND CPMOS	392
4.8.16	GPFR-1860 GRADE AND CPMOS LESS SSN.....	393
4.8.17	GPFR-1860 CPMOS PROMOTION LIST SERIES FOR GRADE	395
4.8.18	GPFR-1860 CPMOS PROMOTION LIST LESS SSN.....	397
4.8.19	NGABS PERSONNEL DATA EXTRACT Screen	398
4.8.20	E2-E4 AUTOMATIC ADVANCEMENT REPORT Screen	400
4.9	INTERFACES Screen.....	401
5	DECENTRALIZED SIDPERS INFORMATION BRANCH (DSIB) ACCOUNT ADMINISTRATOR GUIDE	403
5.1	Introduction	403
5.1.1	Purpose.....	403
5.1.2	Background	403
5.2	Overview	403
5.3	Decision Making Process	403
5.4	Table Explanations	406
5.5	User Accounts	408
5.6	Account Management	408
5.6.1	Users Administration	409
5.6.2	Groups Administration.....	412
5.7	Audit and Informational Reports.....	414
5.7.1	Reporting Capability	414
5.8	Security for Accounts.....	415
5.8.1	Updating Accounts.....	416
5.9	Reports for Subordinate Commands	416
	APPENDIX A – AUDIT REPORTS	A–1
	APPENDIX B – INFORMATIONAL REPORTS	B–1
	APPENDIX C – ACRONYMS AND ABBREVIATIONS	C–1

List of Figures

Figure 2-1. Logon Screen	4
Figure 2-2. SIDPERS Main Screen	4
Figure 3-1. SIDPERS Main Screen Menu	5
Figure 3-2. Admin Functions Menu.....	5
Figure 3-3. SIHOL Interface File.....	9
Figure 3-4. Retirement Points Accounting System Organization File	9
Figure 3-5. Retirement Points Accounting System Personnel File.....	9
Figure 3-6. SICOOP File	10
Figure 3-7. LSDBCOOP File.....	11
Figure 3-8. AWARDSCOOP File	11
Figure 3-9. Submit Query Report Parameter Form (Advisory Messages)	12
Figure 3-10. GPF-0080 Advisory Messages Report.....	13
Figure 3-11. Submit Query Report Parameter Form (GPF-1770)	13
Figure 3-12. GPF-1770 Bonus Termination Report	13
Figure 3-13. Submit Query (GPF-1670) Report Parameter Form	14
Figure 3-14. GPF-1670 NCO Evaluation Report (DA Form 2166-7) Report	14
Figure 3-15. Submit Query Report Parameter Form (GPF-1680)	14
Figure 3-16. GPF-1680 NCO Evaluation Report Check Sheet Report.....	15
Figure 3-17. Submit Query Report Parameter Form (GPF-1650)	15
Figure 3-18. GPF-1650 Soldiers Reported Not Duty Position Qual Report.....	16
Figure 3-19. Submit Query Report Parameter Form (GPF-1620)	16
Figure 3-20. GPF-1620 Enlisted Suspense Listing – Master Report.....	16
Figure 3-21. Submit Query Report Parameter Form (GPF-0430)	17
Figure 3-22. GPF-0430 Interface Transaction Register to HOL Report.....	17
Figure 3-23. Submit Query Report Parameter Form (GPF-0440)	18
Figure 3-24. GPF-0440 Interface Trans Register to Mil Pay Bran Report	18
Figure 3-25. Submit Query Report Parameter Form (GPF-1210)	18
Figure 3-26. GPF-1210 Monthly Personnel Trans Register By Unit Report.....	19
Figure 3-27. Submit Query Report Parameter Form (GPF-1240)	19
Figure 3-28. GPF-1240 Officer/Warrant Suspense List – Master Report	20
Figure 3-29. GPF-1790 – PERSONNEL QUALIFICATION RECORD BY SSN Screen	20
Figure 3-30. GPF-1790 Personnel Qualification Record Report (by SSN)	21
Figure 3-31. GPF-1790 PERSONNEL QUALIFICATION RECORD BY UPC Report Screen	22
Figure 3-32. GPF-1790 Personnel Qualification Record Report (by UPC).....	23
Figure 3-33. GPF-1790 PERSONNEL QUALIFICATION RECORD REPORT BY PR_NBR Screen	24
Figure 3-34. GPF-1790 Personnel Qualification Record Report (By PR_NBR).....	25
Figure 3-35. GPF-1790 PERSONNEL QUALIFICATION RECORD REPORT BY RPT_SEQ_CODE Screen	26
Figure 3-36. GPF-1790 Personnel Qualification Record Report (By RPT_SEQ_CODE)	27
Figure 3-37. Submit Query (GPF-0880) Report Parameter Form	27
Figure 3-38. GPF-0880 Personnel Transaction Register By Unit Report.....	28
Figure 3-39. GPF-1710 UNIT MANNING REPORT Screen	29
Figure 3-40. GPF-1710 Unit Manning Report	30

Figure 3-41. GPFR-1420 UNIT RECORD OF RES TRAINING (DA FORM 1379) Report Screen	31
Figure 3-42. GPFR-1420 Unit Record Of Res Training (DA Form 1379) Report.....	32
Figure 3-43. Submit Query Report Parameter Form (GPFR-1460)	32
Figure 3-44. GPFR-1460 Unresolved Error Report By Unit Report.....	33
Figure 3-45. Submit Query Report Parameter Form (GPFD-1820)	33
Figure 3-46. GPFR-1820 Update Error Report.....	34
Figure 3-47. Submit Query Report Parameter Form (GPFR-1200)	34
Figure 3-48. GPFR-1200 Strength Accountability Report	35
Figure 3-49. MNEMONIC Selections	36
Figure 3-50. ADMINISTRATIVE ADDITION Screen	37
Figure 3-51. Organizational Processing Menu	76
Figure 3-52. Record Count	77
Figure 3-53. Duplicate Record Selection.....	78
Figure 3-54. Query Message.....	79
Figure 3-55. Local Suppl DB Menu	83
Figure 3-56. LOCAL SUPPLEMENTAL DATABASE – Categories Screen.....	85
Figure 3-57. GPRF-4100 – ENLISTED PROMOTION POINT WORKSHEET Screen	86
Figure 3-58. GPRF-4100 BY SSN.....	87
Figure 3-59. GPRF-4100 BY SSN (Senior Enlisted Personnel).....	88
Figure 3-60. GPRF-4100 – ENLISTED PROMOTION POINT WORKSHEET (PAGE 1) Screen	89
Figure 3-61. GPRF-4100 – ENLISTED PROMOTION POINT WORKSHEET (PAGE 2) Screen	90
Figure 3-62. GPFR-4100 BY UNIT	91
Figure 3-63. GPFR-1840 PROMOTION ELIGIBILITY ROSTER PR_NBR AND NAME Screen	92
Figure 3-64. GPFR-1840 Promotion Elig Roster PR_NBR and Name Report	93
Figure 3-65. GPFR-1840 Promotion Elig Roster RPT_SEQ_CODE and Name Report	94
Figure 3-66. GPFR-1840 PROMOTION ELIG ROSTER BY NAME Screen	95
Figure 3-67. GPFR-1840 PROMOTION ELIG ROSTER BY NAME Report	96
Figure 3-68. GPFR-1860 – PROMOTION LIST – BY GRADE AND NAME Screen	96
Figure 3-69. GPFR-1860 PROMOTION LIST BY GRADE AND NAME Report.....	97
Figure 3-70. GPFR-1860 GRADE AND CPMOS Report	98
Figure 3-71. GPFR-1860 GRADE AND CPMOS LESS SSN Report.....	98
Figure 3-72. GPFR-1860 CPMOS PROMOTION LIST Report.....	99
Figure 3-73. GPFR-1860 CPMOS PROMOTION LIST LESS SSN Report	100
Figure 3-74. E2-E4 Automatic Advancement Report Screen.....	101
Figure 3-75. E2 Automatic Advancement Roster Report.....	101
Figure 3-76. E3 Automatic Advancement Roster Report.....	102
Figure 3-77. E4 Automatic Advancement Roster Report.....	102
Figure 4-1. Logon Dialog Box.....	104
Figure 4-2. SIDPERS Main Screen	105
Figure 4-3. UPDATE/REVIEW ORIGINATOR CODE Screen.....	108
Figure 4-4. UPDATE/REVIEW ORIGINATOR CODE Screen Icons	111
Figure 4-5. Generate HOL Interface Data Screen	113

Figure 4-6. GPFD-0080 Advisory Messages Report Parameter Form	114
Figure 4-7. GPFD-1770 Bonus Termination Report Parameter Form	115
Figure 4-8. GPFD-1670 NCO Evaluation Report (DA Form 2166-7) Report Parameter Form	115
Figure 4-9. GPFD-1680 NCO Evaluation Report Check Sheet Report Parameter Form.....	116
Figure 4-10. GPFD-1650 Soldiers Reported Not Duty Position Qual Report Parameter Form	117
Figure 4-11. GPFD-1620 Enlisted Suspense Listing – Master Report Parameter Form	117
Figure 4-12. GPFD-0430 Interface Transaction Register to HOL Report Parameter Form.....	118
Figure 4-13. GPFD-0440 Interface Trans Register to Mil Pay Bran Report Parameter Form ..	119
Figure 4-14. GPFD-1210 Monthly Personnel Trans Register By Unit Report Parameter Form	119
Figure 4-15. GPFD-1240 Office/Warrant Suspense List – Master Screen Report Parameter Form	120
Figure 4-16. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY SSN Screen	121
Figure 4-17. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY UPC Screen.....	122
Figure 4-18. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY PR_NBR Screen	123
Figure 4-19. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY RPT_SEQ_CODE Screen	124
Figure 4-20. GPFR-0880 Personnel Transaction Register By Unit Report Parameter Form	125
Figure 4-21. GPFM-1710 UNIT MANNING REPORT Screen	126
Figure 4-22. GPFM-1420 UNIT RECORD OF RESERVE TRAINING (DA FORM 1379) Screen	127
Figure 4-23. GPFR-1460 Unresolved Error Report By Unit Report Parameter Form	128
Figure 4-24. GPFR-1820 Update Error Report Parameter Form.....	129
Figure 4-25. GPFR-1200 Strength Accountability Report Parameter Form	130
Figure 4-26. TRANS MNEMONIC MENU Screen.....	131
Figure 4-27. ADMINISTRATIVE ADDITION Screen	133
Figure 4-28. ADDRESS MAILING INDIVIDUAL Screen.....	134
Figure 4-29. ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE Screen...	136
Figure 4-30. ASSIGNMENT/LOSS REASON AND DATE Screen.....	137
Figure 4-31. ARMY PHYSICAL FITNESS TEST Screen	139
Figure 4-32. ATTACHED Screen	140
Figure 4-33. AVIATION DATA Screen	142
Figure 4-34. APPOINTMENT WAIVER CONDITIONS Screen	144
Figure 4-35. BENEFIT STATUS WAIVER CODE Screen	146
Figure 4-36. CIVILIAN EDUCATION Screen.....	147
Figure 4-37. CITIZENSHIP STATUS, U.S. ORIGIN Screen	149
Figure 4-38. CIVILIAN OCCUPATION Screen	150
Figure 4-39. CURRENT ORGANIZATION IDENTIFICATION Screen.....	152
Figure 4-40. CURRENT PROCUREMENT AND DATE Screen	153
Figure 4-41. CONDITIONAL RELEASE Screen.....	155
Figure 4-42. COMMISSIONED/WARRANT OFFICER SERVICE DATE Screen.....	157
Figure 4-43. DECEASED Screen	158
Figure 4-44. DATE INITIAL ENTRY INTO RESERVE COMPONENT Screen	159
Figure 4-45. DATE OF BIRTH Screen	160
Figure 4-46. Date of Rank Reserve Screen.....	161
Figure 4-47. DUTY POSITION Screen.....	162
Figure 4-48. DISCHARGE Screen	165

Figure 4-49. ENTER ACTIVE DUTY TRAINING Screen	166
Figure 4-50. EVALUATION REPORT Screen.....	170
Figure 4-51. ETHNIC GROUP Screen.....	171
Figure 4-52. ENLISTMENT OPTION PERIOD Screen.....	172
Figure 4-53. ENLISTMENT/REENLISTMENT BONUS – RESERVE Screen	174
Figure 4-54. EXPIRATION READY RESERVE OBLIGATION DATE Screen	176
Figure 4-55. EXPIRATION STATUTORY MILITARY OBLIGATION DATE Screen	177
Figure 4-56. ENLISTMENT WAIVER CONDITION Screen.....	178
Figure 4-57. EXPIRATION DATE OF ATTACHMENT Screen.....	180
Figure 4-58. EXTENSION Screen	181
Figure 4-59. FEDERAL RECOGNITION IDENTIFICATION Screen.....	184
Figure 4-60. GRADE ABBREVIATION AND CODE Screen.....	186
Figure 4-61. GRADE CHANGE Screen	187
Figure 4-62. GRADE CHANGE WAIVER Screen	190
Figure 4-63. INITIAL ACTIVE DUTY TRAINING Screen	191
Figure 4-64. INCENTIVE PAY Screen.....	193
Figure 4-65. INITIAL PROCUREMENT AND DATE Screen	195
Figure 4-66. LANGUAGE IDENTITY Screen.....	197
Figure 4-67. LOCAL DATA PERSONNEL Screen	198
Figure 4-68. LOCAL DATA PERSONNEL – HOL Screen	199
Figure 4-69. MARITAL STATUS Screen.....	200
Figure 4-70. MISCELLANEOUS Screen.....	202
Figure 4-71. MILITARY EDUCATION COMPLETED Screen	204
Figure 4-72. MILITARY OCCUPATIONAL SPECIALITY DESIGNATOR Screen.....	206
Figure 4-73. MANDATORY PROMOTION BOARD RESULTS Screen.....	209
Figure 4-74. MANDATORY REMOVAL REASON AND DATE Screen.....	210
Figure 4-75. NAME Screen	211
Figure 4-76. NON PRIOR SERVICE GAIN (PAGE 1) Screen.....	213
Figure 4-77. NON PRIOR SERVICE GAIN (PAGE 2) Screen.....	216
Figure 4-78. NON PRIOR SERVICE GAIN (PAGE 3) Screen.....	218
Figure 4-79. NON PRIOR SERVICE GAIN (PAGE 4) Screen.....	222
Figure 4-80. COMMISSIONED OFFICERS AND WARRANT OFFICERS Screen.....	226
Figure 4-81. ENLISTED Screen.....	228
Figure 4-82. ENLISTED RECRUIT FORCE POOL Screen	230
Figure 4-83. PRIOR SERVICE GAIN (PAGE 1) Screen	234
Figure 4-84. PRIOR SERVICE GAIN (PAGE 2) Screen	236
Figure 4-85. PRIOR SERVICE GAIN (PAGE 3) Screen	238
Figure 4-86. PRIOR SERVICE GAIN (PAGE 4) Screen	241
Figure 4-87. PRIOR SERVICE GAIN (PAGE 5) Screen	244
Figure 4-88. PRIOR SERVICE GAIN (PAGE 6) Screen	248
Figure 4-89. PRIOR SERVICE GAIN COMMISSIONED/WARRANT OFFICERS Screen .	250
Figure 4-90. PRIOR SERVICE GAIN COMMISSIONED OFFICERS Screen.....	252
Figure 4-91. PRIOR SERVICE GAIN COMMISSIONED OFFICERS Screen.....	253
Figure 4-92. PRIOR SERVICE GAIN ENLISTED E1 Screen.....	254
Figure 4-93. PRIOR SERVICE GAIN ENLISTED E2 Screen.....	256
Figure 4-94. PRIVACY ACT DISPUTED RECORD Screen.....	258

Figure 4-95. PROMOTION CONSIDERATION CODE Screen.....	259
Figure 4-96. PAY ENTRY BASIC DATE Screen	260
Figure 4-97. PROFICIENCY PAY Screen.....	261
Figure 4-98. PROJECTED PROMOTION ELIGIBILITY DATE Screen.....	262
Figure 4-99. PREVIOUS RECORD STATUS Screen	263
Figure 4-100. QUALITATIVE/SELECTIVE RETENTION IDENTIFIER Screen	264
Figure 4-101. SIRACE Screen.....	266
Figure 4-102. RELEASE FROM ACTIVE DUTY TRAINING Screen	267
Figure 4-103. RELIGIOUS DENOMINATION Screen	270
Figure 4-104. REENLISTMENT Screen.....	271
Figure 4-105. RETURN FROM INACTIVE NATIONAL GUARD Screen.....	274
Figure 4-106. RESERVE OFFICER CORPS TRAINING IDENTIFICATION Screen.....	278
Figure 4-107. RETENTION WAIVER Screen	280
Figure 4-108. RETIREMENT YEAR ENDING DATE Screen.....	281
Figure 4-109. SURVIVOR BENEFIT PLAN ELECTION Screen	282
Figure 4-110. SECURITY CLEARANCE Screen	284
Figure 4-111. SEPARATION Screen	286
Figure 4-112. SEX Screen	288
Figure 4-113. SERVICEMENS GROUP LIFE INSURANCE ELECTION Screen.....	289
Figure 4-114. SPECIAL PAY Screen.....	290
Figure 4-115. SOURCE COMMISSION/WARRANT Screen	291
Figure 4-116. SPECIALTY SKILL IDENTIFIER Screen	292
Figure 4-117. SOCIAL SECURITY NUMBER Screen.....	294
Figure 4-118. TAX INFORMATION INDIVIDUAL Screen.....	295
Figure 4-119. TRANSFER TO INACTIVE NATIONAL GUARD Screen	297
Figure 4-120. TERM OF ENLISTMENT RESERVE Screen.....	298
Figure 4-121. TRANSFER WITHIN STATE Screen	299
Figure 4-122. TWENTY YEAR CERTIFICATE STATUS Screen	302
Figure 4-123. UNIFORMED THRIFT SAVINGS PLAN Screen	303
Figure 4-124. QUERY BY Option Screen	304
Figure 4-125. NAME QUERY (Page 1) Screen.....	305
Figure 4-126. NAME QUERY (Page 2) Screen.....	309
Figure 4-127. NAME QUERY (Page 3) Screen.....	316
Figure 4-128. NAME QUERY (Page 4) Screen.....	319
Figure 4-129. NAME QUERY (Page 5) Screen.....	323
Figure 4-130. NAME QUERY (Page 6) Screen.....	326
Figure 4-131. NAME QUERY Screen (Page 7).....	330
Figure 4-132. NAME QUERY Screen (Page 8).....	332
Figure 4-133. NAME QUERY Screen (Page 9).....	335
Figure 4-134. NAME QUERY Screen (Page 10).....	340
Figure 4-135. NAME QUERY Screen (Page 11).....	343
Figure 4-136. LSDB QUERY Screen.....	347
Figure 4-137. ASTE QUERY Screen	348
Figure 4-138. LOOKER QUERY Screen.....	349
Figure 4-139. RFP Screen.....	350
Figure 4-140. AUTHORIZED STRENGTH SINGLE CHANGE Screen (Left Half)	353

Figure 4-141. AUTHORIZED STRENGTH SINGLE CHANGE Screen (Right Half).....	354
Figure 4-142. AUTHORIZED STRENGTH MASSIVE TRANSACTION Screen (Left)	357
Figure 4-143. AUTHORIZED STRENGTH MASSIVE TRANSACTION Screen (Right).....	358
Figure 4-144. INTACT UNIT GAIN TRANSACTION Screen	361
Figure 4-145. INTACT UNIT LOSS TRANSACTION Screen.....	363
Figure 4-146. INTACT UNIT RETURN TRANSACTION Screen	365
Figure 4-147. LOCAL SUPPLEMENTAL DATABASE – Categories Screen	367
Figure 4-148. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Language Proficiency)	368
Figure 4-149. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Miscellaneous)	371
Figure 4-150. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Enlisted Promotion – Board)	373
Figure 4-151. LOCAL SUPPLEMENTAL DATABASE – Categories Screen	376
Figure 4-152. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (SFPA).....	378
Figure 4-153. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Personnel Awards)	380
Figure 4-154. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (SSN) Screen	382
Figure 4-155. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (UNIT) (Page 1) Screen.....	383
Figure 4-156. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (UNIT) Page 2 Screen	384
Figure 4-157. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET Screen	385
Figure 4-158. GPFR-1840 – PROMOTION ELIGIBILITY ROSTER Screen.....	387
Figure 4-159. GPFR-1840 – PROMOTION ELIGIBILITY ROSTER BY NAME Screen	388
Figure 4-160. GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY UIC AND NAME Screen	389
Figure 4-161. GPFR-1860 PROMOTION LIST BY GRADE AND NAME Screen.....	390
Figure 4-162. GPFR-1860 GRADE AND CPMOS Screen	392
Figure 4-163. GPF-1860 – CPMOS PROMOTION LIST SERIES FOR GRADE	393
Figure 4-164. GPFR-1860 CPMOS PROMOTION LIST SERIES FOR GRADE Screen.....	395
Figure 4-165. GPFR-1860 CPMOS PROMOTION LIST LESS SSN Screen	397
Figure 4-166. NGABS PERSONNEL DATA EXTRACT Screen.....	399
Figure 4-167. E2-E4 AUTOMATIC ADVANCEMENT REPORT Screen	400
Figure 4-168. INTERFACES Screen.....	401
Figure 5-1. SIDPERS Menu	409
Figure 5-2. Create/Update/Review Users	410
Figure 5-3. Create/Update/Review Groups.....	412
Figure 5-4. Admin Audit/Informational Reports	415

List of Tables

Table 3-1. Tab Names and Descriptions.....	84
Table 4-1. SIDPERS Logon Dialog Box Description	104
Table 4-2. SIDPERS Main Screen Description	105
Table 4-3. UPDATE/REVIEW ORIGINATOR CODE Screen Description	109
Table 4-4. UPDATE/REVIEW ORIGINATOR CODE Screen Icons Description.....	112
Table 4-5. Generate HOL Interface Data Screen Description	113
Table 4-6. Advisory Messages Report Parameter Form Description	114
Table 4-7. GPFD-1770 Bonus Termination Report Parameter Form Description	115
Table 4-8. GPFD-1670 NCO Evaluation Report (DA Form 2166-7) Report Parameter Form Description	115
Table 4-9. GPFD-1680 NCO Evaluation Report Check Sheet Report Parameter Form Description	116
Table 4-10. GPFD-1650 Soldiers Reported Not Duty Position Qual Report Parameter Form Description	117
Table 4-11. GPFD-1620 Enlisted Suspense Listing – Master Report Parameter Form Description	117
Table 4-12. GPFD-0430 Interface Transaction Register to HOL Report Parameter Form Description	118
Table 4-13. GPFD-0440 Interface Trans Register to Mil Pay Bran Report Parameter Form Description	119
Table 4-14. GPFD-1210 Monthly Personnel Trans Register By Unit Report Parameter Form Description	119
Table 4-15. GPFD-1240 Office/Warrant Suspense List – Master Screen Report Parameter Form Description	120
Table 4-16. GPFR-1790 GPFR-1790 PERSONNEL QUALIFICATION RECORD BY SSN Screen Description	121
Table 4-17. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY UPC Screen Description	122
Table 4-18. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY PR_NBR Screen Description	123
Table 4-19. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY RPT_SEQ_CODE Screen Description	124
Table 4-20. GPFR-0880 Personnel Transaction Register By Unit Report Parameter Form Description	125
Table 4-21. GPFM-1710-UNIT MANNING REPORT Screen Description.....	126
Table 4-22. GPFM-1420 UNIT RECORD OF RESERVE TRAINING (DA FORM 1379) Screen Description	128
Table 4-23. GPFR-1460 Unresolved Error Report By Unit Report Parameter Form Description	129
Table 4-24. GPFR-1820 Update Error Report Parameter Form Description	129
Table 4-25. GPFR-1200 Strength Accountability Report Parameter Form Description	130
Table 4-26. TRANS MNEMONIC MENU Screen Description	131
Table 4-27. ADMINISTRATIVE ADDITION Screen Description.....	133
Table 4-28. ADDRESS MAILING INDIVIDUAL Screen Description	134

Table 4-29. ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE Screen	
Description	136
Table 4-30. ASSIGNMENT/LOSS REASON AND DATE Screen Description.....	138
Table 4-31. ARMY PHYSICAL FITNESS TEST Screen Description.....	139
Table 4-32. ATTACHED Screen Description	141
Table 4-33. AVIATION DATA Screen Description.....	142
Table 4-34. APPOINTMENT WAIVER CONDITIONS Screen Description	145
Table 4-35. BENEFIT STATUS WAIVER CODE Screen Description	146
Table 4-36. CIVILIAN EDUCATION Screen Description	148
Table 4-37. Citizenship Status, U.S. Origin Screen Description	149
Table 4-38. CIVILIAN OCCUPATION Screen Description	151
Table 4-39. CURRENT ORGANIZATION IDENTIFICATION Screen Description	152
Table 4-40. CURRENT PROCUREMENT AND DATE Screen Description.....	153
Table 4-41. CONDITIONAL RELEASE Screen Description	156
Table 4-42. CWSD Screen Description	157
Table 4-43. DECEASED Screen Description.....	158
Table 4-44. DATE INITIAL ENTRY INTO RESERVE COMPONENT Screen Description.	159
Table 4-45. DATE OF BIRTH Screen Description.....	160
Table 4-46. Date of Rank Reserve Screen Description	161
Table 4-47. DUTY POSITION Screen Description	163
Table 4-48. DISCHARGE Screen Description.....	165
Table 4-49. ENTER ACTIVE DUTY TRAINING Screen Description.....	167
Table 4-50. EVALUATION REPORT Screen Description	171
Table 4-51. ETHNIC GROUP Screen Description	172
Table 4-52. ENLISTMENT OPTION PERIOD Screen Description	173
Table 4-53. ENLISTMENT/REENLISTMENT BONUS – RESERVE Screen Description....	174
Table 4-54. EXPIRATION READY RESERVE OBLIGATION DATE Screen Description..	176
Table 4-55. EXPIRATION STATUTORY MILITARY OBLIGATION DATE Screen	
Description	177
Table 4-56. ENLISTMENT WAIVER CONDITION Screen Description	179
Table 4-57. EXPIRATION DATE OF ATTACHMENT Screen Description	180
Table 4-58. EXTENSION Screen Description	182
Table 4-59. FEDERAL RECOGNITION IDENTIFICATION Screen Description	184
Table 4-60. GRADE ABBREVIATION AND CODE Screen Description	186
Table 4-61. GRADE CHANGE Screen Description	188
Table 4-62. GRADE CHANGE WAIVER Screen Description	190
Table 4-63. INITIAL ACTIVE DUTY TRAINING Screen Description.....	191
Table 4-64. INCENTIVE PAY Screen Description	194
Table 4-65. INITIAL PROCUREMENT AND DATE Screen Description.....	195
Table 4-66. LANGUAGE IDENTITY Screen Description.....	197
Table 4-67. LOCAL DATA PERSONNEL Screen Description	198
Table 4-68. LOCAL DATA PERSONNEL – HOL Screen Description.....	200
Table 4-69. MARITAL STATUS Screen Description	201
Table 4-70. MISCELLANEOUS Screen Description	202
Table 4-71. MILITARY EDUCATION COMPLETED Screen Description.....	205

Table 4-72. MILITARY OCCUPATIONAL SPECIALITY DESIGNATOR Screen Description	207
Table 4-73. MANDATORY PROMOTION BOARD RESULTS Screen Description	209
Table 4-74. MANDATORY REMOVAL REASON AND DATE Screen Description	210
Table 4-75. NAME Screen Description.....	212
Table 4-76. NON PRIOR SERVICE GAIN (PAGE 1) Screen Description	214
Table 4-77. NON PRIOR SERVICE GAIN (PAGE 2) Screen Description	216
Table 4-78. NON PRIOR SERVICE GAIN (PAGE 3) Screen Description	219
Table 4-79. NON PRIOR SERVICE GAIN (PAGE 4) Screen Description	222
Table 4-80. COMMISSIONED OFFICERS AND WARRANT OFFICERS Screen Description	226
Table 4-81. ENLISTED Screen Description	228
Table 4-82. ENLISTED RECRUIT FORCE POOL (RFP) Screen Description	231
Table 4-83. PRIOR SERVICE GAIN (PAGE 1) Screen Description.....	234
Table 4-84. PRIOR SERVICE GAIN (PAGE 2) Screen Description.....	237
Table 4-85. PRIOR SERVICE GAIN (PAGE 3) Screen Description.....	239
Table 4-86. PRIOR SERVICE GAIN (PAGE 4) Screen Description.....	242
Table 4-87. PRIOR SERVICE GAIN (PAGE 5) Screen Description.....	245
Table 4-88. PRIOR SERVICE GAIN (PAGE 6) Screen Description.....	248
Table 4-89. PRIOR SERVICE GAIN COMMISSIONED/WARRANT OFFICERS Screen Description	250
Table 4-90. PRIOR SERVICE GAIN COMMISSIONED OFFICERS Screen Description	252
Table 4-91. PRIOR SERVICE GAIN WARRANT OFFICERS Screen Description	253
Table 4-92. PRIOR SERVICE GAIN ENLISTED E1 Screen Description.....	254
Table 4-93. PRIOR SERVICE GAIN ENLISTED E1 Screen Description.....	256
Table 4-94. PRIVACY ACT DISPUTED RECORD Screen Description	259
Table 4-95. PROMOTION CONSIDERATION CODE Screen Description	260
Table 4-96. PAY ENTRY BASIC DATE Screen Description.....	261
Table 4-97. PROFICIENCY PAY Screen Description	262
Table 4-98. PROJECTED PROMOTION ELIGIBILITY DATE Screen Description	263
Table 4-99. PREVIOUS RECORD STATUS Screen Description.....	264
Table 4-100. QUALITATIVE/SELECTIVE RETENTION IDENTIFIER Screen Description.....	265
Table 4-101. SIRACE Screen Description	266
Table 4-102. RELEASE FROM ACTIVE DUTY TRAINING Screen Description.....	268
Table 4-103. RELIGIOUS DENOMINATION Screen Description	271
Table 4-104. REENLISTMENT Screen Description	272
Table 4-105. RETURN FROM INACTIVE NATIONAL GUARD Screen Description	274
Table 4-106. RESERVE OFFICER CORPS TRAINING IDENTIFICATION Screen Description	279
Table 4-107. RETENTION WAIVER Screen Description	280
Table 4-108. RETIREMENT YEAR ENDING DATE Screen Description	281
Table 4-109. SURVIVOR BENEFIT PLAN ELECTION Screen Description.....	283
Table 4-110. SECURITY CLEARANCE Screen Description	284
Table 4-111. SEPARATION Screen Description.....	287
Table 4-112. SEX Screen Description	288

Table 4–113. SERVICEMENS GROUP LIFE INSURANCE ELECTION Screen Description	289
Table 4-114. SPECIAL PAY Screen Description	290
Table 4-115. SOURCE COMMISSION/WARRANT Screen Description.....	291
Table 4-116. SPECIALTY SKILL IDENTIFIER Screen Description.....	292
Table 4-117. SOCIAL SECURITY NUMBER Screen Description	294
Table 4-118. TAX INFORMATION INDIVIDUAL Screen Description.....	295
Table 4-119. TRANSFER TO INACTIVE NATIONAL GUARD Screen Description	297
Table 4-120. TERM OF ENLISTMENT RESERVE Screen Description	299
Table 4-121. TRANSFER WITHIN STATE Screen Description	300
Table 4-122. TWENTY YEAR CERTIFICATE STATUS Screen Description	302
Table 4-123. UNIFORMED THRIFT SAVINGS PLAN SCREEN Description	303
Table 4-124. Pages and Data Contained	305
Table 4-125. NAME QUERY (Page 1) Screen Description.....	306
Table 4-126. NAME QUERY (Page 2) Screen Description.....	310
Table 4-127. NAME QUERY (Page 3) Screen Description.....	317
Table 4-128. NAME QUERY Screen (Page 4) Description.....	320
Table 4-129. NAME QUERY (Page 5) Screen Description.....	323
Table 4-130. NAME QUERY (Page 6) Screen Description.....	326
Table 4-131. NAME QUERY Screen (Page 7) Description.....	331
Table 4-132. NAME QUERY Screen (Page 8) Description.....	332
Table 4-133. NAME QUERY Screen (Page 9) Description.....	335
Table 4-134. NAME QUERY Screen Description (Page 10) Description	340
Table 4-135. NAME QUERY Screen (Page 11) Description.....	344
Table 4-136. LOOKER QUERY Screen Description.....	349
Table 4-137. RFP Screen Description	350
Table 4-138. AUTHORIZED STRENGTH SINGLE CHANGE Screen Description	354
Table 4-139. AUTHORIZED STRENGTH MASSIVE TRANSACTION Screen Description	358
Table 4-140. INTACT UNIT GAIN TRANSACTION Screen Description	361
Table 4–141. INTACT UNIT LOSS TRANSACTION Screen Description.....	364
Table 4-142. INTACT UNIT RETURN TRANSACTION Screen Description	366
Table 4-143. LOCAL SUPPLEMENTAL DATABASE – Categories Screen Description.....	367
Table 4-144. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Language Proficiency) Description.....	369
Table 4-145. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Miscellaneous) Description	372
Table 4-146. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Enlisted Promotion – Board) Description	374
Table 4-147. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Enlisted Promotion) Description	377
Table 4-148. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (SFPA) Description	379
Table 4-149. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Personnel Awards) Description.....	381
Table 4-150. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (SSN) Description	382

Table 4-151. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (UNIT) Page 1
Description 383

Table 4-152. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET Screen Page 2
Description 384

Table 4-153. GPFR-1840 – PROMOTION ELIGIBILITY ROSTER Description 385

Table 4-154. GPFR-1860 PROMOTION LIST BY GRADE AND NAME Screen Description
..... 390

Table 4-155. GPFR-1860 GRADE AND CPMOS Screen Description 392

Table 4-156. GPFR-1860 PROMOTION LIST SERIES FOR GRADE (LESS SSN's) Screen
Description 394

Table 4-157. GPFR-1860 CPMOS PROMOTION LIST SERIES FOR GRADE Screen
Description 395

Table 4-158. GPFR-1860 CPMOS PROMOTION LIST LESS SSN Screen Description 397

Table 4-159. NGABS PERSONNEL DATA EXTRACT Screen Description 399

Table 4-160. E2-E4 AUTOMATIC ADVANCEMENT REPORT Screen Description 400

Table 4-161. INTERFACES Screen 401

D
R
A
F
T

1 DESCRIPTION

Standard Installation/Division Personnel System (SIDPERS) provides information retrieval capabilities for the Army National Guard (ARNG) commissioned officers, warrant officers, and enlisted personnel. It is a computerized personnel information application designed to support the following functional areas:

- Strength accounting
- Personnel management

SIDPERS is a multi-command, computer-supported personnel management information system that operates at the Field Operating Level (FOL) site in each of the 50 states and four U.S. territories. SIDPERS allows the end user to maintain a database of all SIDPERS records and to prepare reports for management and other authorized personnel. Database queries can be used to answer specific questions or generate special reports.

SIDPERS provides end users with the capabilities to:

- Enter data, including database updates and data validations.
- Edit transaction inputs and update the database.
- Generate reports and retrieve information through queries.
- Generate interface transactions for the headquarters operating level at the National Guard Bureau (NGB), Military Pay Branch (MPB) at the State level, and Retirement Points Accounting Management (RPAM).
- Generate outputs for external interfaces and data transfers.

1.1 SIDPERS Benefits

SIDPERS provides the following benefits:

- Reduces manual workload at all levels of unit organization.
- Provides increased accuracy of personnel data.
- Expands preparation of management information for planning, controlling, and executing assigned missions for unit commanders.
- Supports the personnel needs of the individual soldier.
- Provides the necessary personnel management tools to field commanders at all command levels.
- Provides management information to functional managers at state headquarters.
- Provides accurate and timely readiness, strength, and personnel projection requirement data.
- Provides the capability to retrieve data using ad hoc queries.
- Provides personnel data to the NGB for monitoring.
- Provides the capability for automated transfer of personnel records to the active Army and Army Reserve.

- Satisfies NGB personnel data needs.
- Provides machine-readable information to other automated systems.

1.2 First-Time Use of the System

Users can access SIDPERS through a personal computer (PC) with J-initiator and local server access, including proper authorization. This information allows SIDPERS users easy access to the system.

1.2.1 Access Control

SIDPERS processes personnel data subject to the provisions of Public Law 93-579, *The Privacy Act of 1974*. To protect data, the following access and security features have been implemented.

The System Administrator (SA) may prescribe specific setup parameters for all terminals at a site. The SA must issue a unique OS username and password to each end user before the end user can access SIDPERS. The end user is not authorized to add or delete passwords or usernames; a user may change his or her own password. Users must not divulge their passwords or allow anyone to use their terminals while they are logged into SIDPERS.

The Decentralized SIDPERS (DSIB) system on the Hewlett Packard - UNIX (HP-UX) Itanium hardware and the Oracle 10g Database (DB) normally located within each state's United States Property and Fiscal Office (USPFO)-DPC was implemented as a result of a requirement from SEC DEF to support the Army National Guard Personnel Division (ARNG-HRP) "Personnel Services Delivery Redesign (PSDR)" deployment plan.

DSIB provides the J1 with controls to manage, which personnel (via their DB user accounts) have access to which SIDPERS record group (via authorized units) and, which personnel actions (via Mnemonic codes allowed by that group) they may execute.

DSIB is the result of a requirement from ARNG-HRP to redesign the personnel transaction business to emulate the "Army" model, which accomplishes the transactions at/near the soldier level versus the HQ levels.

Please reference section 5 of this document for detailed DSIB Configuration and Account Administration Guide.

1.2.2 Installation and Setup

Only the SA and DBA are authorized to install, modify, or access the system or SIDPERS software. As a SIDPERS user, you need access to the internet and the program Web address. When you have completed the installation, a **Logon** screen appears.

1.3 Conventions used in the SIDPERS User Manual

The following conventions are used in this user manual:

- Menu names and options are printed in bold. For example, procedures appear as follows:
 - Click **Connect**. Click the **Admin Functions** menu and select **Update/Review Originator Code**.
- Screen and dialog box names begin with uppercase letters and appear in bold. For example, screens are referred to as follows:

- The **SIDPERS Main** screen provides the only entry point for all the procedures.
- Enter all calendar dates in the YYYYMMDD format for 20080101 or 1 January 2008, unless otherwise stated, such as year and month as YYYYMM.

1.4 Document Organization

Though several figures displayed in this document are marked with “For Official Use Only” or “FOUO”, these are examples only and do not contain sensitive information.

The document is organized into the following five sections and one appendix:

- **Section 1 – Description** provides an introduction to SIDPERS and describes the document organization.
- **Section 2 – Logging into SIDPERS** describes how to log into SIDPERS.
- **Section 3 – Procedures** describes the SIDPERS procedures.
- **Section 4 – SIDPERS Screens, Dialog Boxes, and Repeat Parameter Forms** describes the functions of each screen and displays a graphic of the screen.
- **Appendix A – Acronyms and Abbreviations** lists the acronyms and abbreviations used in this document.

2 LOGGING INTO SIDPERS

Perform the following steps to access SIDPERS:

1. Go to the SIDPERS Web site. The **Logon** screen displays (Figure 2-1).

A dialog box titled "Logon" with a close button (X) in the top right corner. It contains three input fields: "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel".

Figure 2-1. Logon Screen

2. Enter your username, password, and database Identification (ID). If you do not have a username or password, contact the application's SA or DBA.
3. Click **Connect**. The SIDPERS Main screen displays (Figure 2-2). You can begin the SIDPERS procedures. If you make three unsuccessful attempts to log in, the system prevents further attempts. Consult the SA or DBA.



Figure 2-2. SIDPERS Main Screen

3 PROCEDURES

The **SIDPERS Main** screen is the entry point for all the procedures. To work in one of the processing areas, select it from the **SIDPERS Main** screen menu (Figure 3-1). If you are not authorized for a processing area, you cannot access it. This section describes the procedures for each of the menu selections starting with the left-most item and proceeding to the right.



Figure 3-1. SIDPERS Main Screen Menu

3.1 Action

This function allows you to save, clear form, print, print setup, and exit the SIDPERS system.

3.2 Admin Functions Procedures

This function allows you to update/review originator codes and parameters, purge error files, and run external interface processes. This function retrieves information from the SIDPERS database and produces flat files.

To select this menu item from the **SIDPERS Main** screen, click the **Admin Functions** menu.

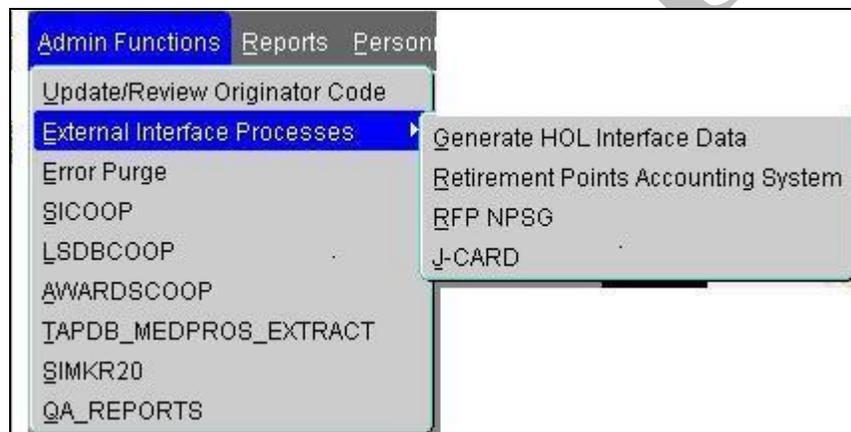


Figure 3-2. Admin Functions Menu

The following subsections describe each of the options available from the **Admin Functions** menu:

- Update/Review Originator Code
- External Interface Processes
 - Headquarters Operating Level (HOL) Interface Data
 - Retirement Points Accounting System
 - RFP NPSG
- Error Purge
- SIDPERS Continuity of Operations data dump file (SICOOP)
- Local Supplemental Database Dump File (LSDBCOOP)

- AWARDS Continuity of Operations (AWARDSCOOP)
- TABDB_MEDPROS_EXTRACT
- Structured Query Language (SQL) Script (SIMKR20)
- QA_REPORTS

3.2.1 Update/Review Originator Code Procedure

Originator Codes are assigned to every unit in a state or to individuals who can create transactional inputs. This option allows you to perform the following functions:

- Review a list of Originator Codes and verify the existence of Originator Codes.
- Add Originator Codes to the system.
- Delete Originator Codes from the system.
- Change Originator Codes or their associated information.

The following subsections describe how to perform each of these functions.

3.2.1.1 Reviewing a List of Originator Codes and Verifying an Originator Code

To review a list of Originator Codes or verify that an Originator Code is in the database:

You can use the Oracle wild-card character (%) to further expand a selection search criteria. When a resulting list displays, use the keyboard up and down arrows to scroll up and down the list.

1. From the **SIDPERS Main** screen, click the **Admin Functions** menu and select **Update/Review Originator Code**. The **UPDATE/REVIEW ORIGINATOR CODE** screen displays the following information:
 - Originator Codes in the **ORIG CODE** field
 - Report Sequence Codes in the **RPT SEQ CODE** field
 - Unit Processing Codes (UPCs) associated with each Originator Code in the **UPC** field
 - The name of the individuals or units associated with the Originator Codes in the **NAME IND** field
2. If you know the Originator Code and you want to display the associated RPT SEQ CODE, UPC, and names of the individuals or units, select the **Query** menu and **Enter** or select the Enter Query icon .
3. Enter the Originator Code in the **ORIG CODE** field.
4. Select the **Query** menu and **Execute** or select the Execute Query icon . The associated UPC displays.
5. If you know the UPC and want to display the associated codes and names of individuals or units, select the **Query** menu and **Enter**.
6. Enter the UPC in the **UPC** field.

7. Select the **Query** menu and **Execute**. The associated codes and names of individuals and units display.
8. If you know the name of an individual or unit and want to display the associated codes, select the **Query** menu and **Enter**.
9. Enter the name in the **NAME IND** field.
10. Select the **Query** menu and **Execute**. The associated codes display.
11. Press **Action** and **Exit** or select the Exit icon  to exit the **UPDATE/REVIEW ORIGINATOR CODE** screen and return to the **SIDPERS Main** screen.

3.2.1.2 Adding Originator Codes

To add Originator Codes:

1. From the **SIDPERS Main** screen, click the **Admin Functions** menu and select **Update/Review Originator Code**. The **UPDATE/REVIEW ORIGINATOR CODE** screen displays all of the Originator Codes and associated data.
2. Select the **IND_ORG** radio button. You must be in this view to add individuals.
3. Select the row by placing the cursor in one of the fields in that row where you want to add the originator code.
4. Click the **Record** menu and select **Insert**. A blank row is inserted.
5. Enter the Originator Code in the **ORIG** field. The Originator Code must contain three characters. It can contain any combination of letters, numbers, or special characters.
6. Enter the UPC in the **UPC** field. The UPC can contain up to five characters with any combination of letters, numbers, or special characters. If you do not use all five characters, press the **Enter** key. The cursor moves to the next field.
7. Enter the name of the individual or unit associated with the Originator Code in the **NAME IND** field. The individual's or unit's name can contain up to 27 characters. It can contain any combination of letters, numbers, or special characters.
8. Click **Action** menu and **Save**. A message *FRM-40400: Transaction complete. 1 records applied and saved* displays on the lower leftmost part of the screen.
9. To add more records, repeat steps 1 through 8. You can add up to 15 records at a time.
10. Press the **Exit** icon to exit the **UPDATE/REVIEW ORIGINATOR CODE** screen and return to the **SIDPERS Main** screen.

3.2.1.3 Deleting Originator Codes

To delete Originator Codes:

1. From the **SIDPERS Main** screen, click the **Admin Functions** menu and select **Update/Review Originator Code**. The **UPDATE/REVIEW ORIGINATOR CODE** screen displays the Originator Codes and associated data.
2. Select the **IND_ORG** radio button to delete individuals.
3. Place the cursor on the record that you want to delete. The cursor can be located on any field in the record.
4. Select the **Record** menu and **Remove** to delete the record from the screen.

5. When you have finished, click the **Action** menu and **Save** to delete the records from the SIDPERS database. A message *FRM-40400: Transaction complete: 1 records applied and saved* displays on the lower leftmost part of the screen.

NOTE:

You can delete up to 15 records at a time. If you need to delete more, repeat steps 1 through 4 until you have finished deleting the records.

6. Press the **Exit** icon to exit the **UPDATE/REVIEW ORIGINATOR CODE** screen and return to the **SIDPERS Main** screen.

3.2.1.4 Changing Originator Code Data

To change Originator Codes:

1. From the **SIDPERS Main** screen, click the **Admin Functions** menu and select **Update/Review Originator Code**. The **UPDATE/REVIEW ORIGINATOR CODE** screen displays all of the Originator Codes and associated data.
2. Select the **IND_ORG** radio button.
3. Select the field you want to change. Enter the new data.
4. Use the keyboard up and down arrows to move to the next field.
5. Repeat steps 1 through 4 for each record you want to change.
6. When you have finished, click the **Action** menu and **Save** to save your changes to the SIDPERS database. A message *FRM-40400: Transaction complete: 1 records applied and saved* displays on the lower left part of the screen.
7. Press the **Exit** icon to exit the **UPDATE/REVIEW ORIGINATOR CODE** screen and return to the **SIDPERS Main** screen.

3.2.2 External Interface Processes

You can also use this menu to generate the files for the following external interfaces:

- HOL
- Retirement Points Accounting System
- From the **SIDPERS Main** screen, select the **Admin Functions** menu and **External Interface Processes**.

The following subsections describe the options on this menu.

3.2.2.1 General HOL Interface Data Procedure

When you select this option from the **External Interface Processes** menu, SIDPERS generates the Transaction History Table Data into an Automatic Digital Network (AUTODIN) format so the file can be transmitted to HOL.

SIDPERS generates the AUTODIN Transmittal Report (GPDFD-1800), which tracks the generated daily transactions sent to HOL.

To generate HOL Interface Data:

1. From the **SIDPERS Main** screen, select **Admin Functions** menu, **External Interface Processes**, and **Generate HOL Interface Data**. The **GENERATE HOL PARAMETER** screen displays.
2. If you are generating an end-of-the-month run, enter a check mark in the **End of Month** checkbox.
3. If you want to generate the AUTODIN Transmittal Report, enter a check mark in the **Write a Report** checkbox.
4. If you are resending a batch to HOL, enter a check mark in the **Resend a Tape** checkbox.
5. If you entered a check mark in the **Resend a Tape** checkbox, enter the two-character numeric code in the **Tape Nbr** checkbox for the tape you want to resend.
6. Click **PROCESS**. A message box displays *FRM-40400: Transaction complete: 1 records applied and saved*. If there are no new transactions processed, the message *NO NEW TRANSACTIONS SINCE LAST SIHOL RUN!* Displays.
7. Click **OK** to close the message box and return to the **SIDPERS Main** screen.
8. Go to the location where the SIDPERS Headquarters Operating Level (SIHOL) file is located and SFTP to the HOL server. An example of the file is shown in Figure 3-3.

PCCUADEB RUWANJCO059 0381027 HTMS-UUUU--RUKGNC.	TEXHDR	0101080207	MESSAGE 001 OF 001	ATTN NGB-ARD
PICKS65720011 LAKE SAINT LOUIS 12345US	PICKS65720020&F M08B00002080202ADRI563876572PICKS			U1840 NE
PICKS65720021 SAINT LOUIS MO12345	PCCUADEB RUWANJCO059 0381027 0007-UUUU			

Figure 3-3. SIHOL Interface File

3.2.2.2 Retirement Points Accounting System Procedure

To generate a Retirement Points Accounting System (RPAS) report:

1. From the **SIDPERS Main** screen, click the **Admin Functions** menu and select **External Interface Processes and Retirement Points Accounting System**. A **Forms** message box displays *RPAS Successfully run*.
2. Click **OK** to close the message box.
3. Go to the location where the files are located and SFTP the files to the RPAM System. An example of the files is shown in Figure 3-4 and Figure 3-5.

POTAA!HHD ENGR BDE 35TH ID	!S151 N ROGER I WILSON MEM DR	!CAPE GIRARDEAU	!5!MO!651091484!N!05/09/01!929!AAA0!52824A!0034500!00004!00
ZAVA2!DET 2 1137TH MP CO	!801 ARMORY DR	!DONIPHAN	!5!MO!639551419!N!06/09/01!929!ABDF!052824!0031925!00001!0
P04EO!CO B 110TH ENGR CBT BN CORPS	!78 DAVIS ST	!KANSAS CITY	!5!MO!637015787!M!05/08/05!929!ADEB!52823A!0033579!00000!0
P04CO!CO C 110TH ENGR BN	!301 W FREMONT RD	!LEXINGTON	!5!MO!640671925!M!05/08/05!929!ADEB!52823A!0033579!00000!0
P04TO!HBC 110TH ENGR CBT BN CORPS	!1400 N FREMONT AVE	!KANSAS CITY	!5!MO!641292095!M!05/08/05!929!ADEA!52823A!0033579!00000!0
P4NBO!STRY A 1-129TH FAR (155 TOWED)	!4350 KINGSBIGHWAY	!ALBANY	!5!MO!644022304!N!06/06/26!929!ACBF!52823A!0021862!0000!0
P4NBO!STRY B 1-129TH FAR (155 TOWED)	!1315 WEBSTER	!CHILLICOTHE	!5!MO!654738966!M!06/11/11!929!ACBF!52823A!0021862!0000!0
P4NTO!HBS 1-129TH FAR (155 TOWED)	!1400 N FREMONT AVE	!MARIYVILLE	!5!MO!644686046!N!06/06/26!929!ACBD!52823A!0021862!0000!0
P0CAA!1438TH ENGR CO (-) (NRRC)	!561 HWY 61 SOUTH	!HACON	!5!MO!635524452!N!05/09/01!929!ADBC!52823A!0031434!0000!0
P8NAA!220TH ENGR CO CSE	!801 ARMORY DR	!FESTUS	!5!MO!637015787!N!06/09/01!929!ADBE!52824A!0031480!0000!0

Figure 3-4. Retirement Points Accounting System Organization File

PLINE TEST	SPCM123123123	9880812018112011130YB1100223S8BSA2123 TEST ST	TEST CITY	MO22222
PDIHRS TEST NPSG	PV11123123124	1230909028601010901YB1090902S8BSA6	APO NY	22222
PLUKAVSKY ZACHARY	PV11123123456	1231002129202140211YB1100212SX5SAA123 TEWST	TEST	IA22222
PINVALID PARA LINE	SPCM123451234	9880801019010021231YB1091115S8BSA2123 TEST STREET	TESTVILLE	MO22222
PPICTURE COLOR VIVID	CPTE123456789	1239003237012310731YB2090908S8BSA1123 KOKAK AVE	SHUTTERVILLE	MO23223
PNOUSE LITTLE	SPCM234150007	988080101801231 YB1091115S8BSA2123 MOUSE ST	MOUSEVILLE	MO22222
PMS7AC TEST	LTCC234151234	1119001017012311231YB1091115S8AJAA234 LETS DO IT AGAIN	ANYWHERE	MO22222
PSOLAR POWER	2L7#290000001	9879801017812310101YB1090623S8BSA232 SUN STREET	SUNNYVILLE	MO22232

Figure 3-5. Retirement Points Accounting System Personnel File

3.2.3 SICOOP Procedure

To generate a SICOOP file:

1. From the **SIDPERS Main** screen, click the **Admin Functions** menu and select **SICOOP**.
When the program finishes, a **Forms** message box displays the message *SICOOP Successfully run*.
2. Click **OK** to close the message box.
3. Go to the location where the file is located and SFTP to the HOL server. An example of the file is shown in Figure 3-6.

```
2607MOAWARDCASAWDSR2000010101CASAWDAQ1992082202CASAWDND2000010101CASAWDOT1995040101MILDECCA200506180
1702MOAWARDCASAWDSR1989042501CASAWDND1992021201CASAWDSW1992021201CASAWDAQ1992082501
4972MOAWARDCASAWDSR1987070901CBTSPBAV1989092001CASAWDAQ1992021701CASAWDND1992112201MILDECCA20040115
4732MOAWARDCASAWDSR1993061201CASAWDAQ1995073102CASAWDND1993061201MILDECCA2004061202
6202MOAWARDCASAWDC1999042303CASAWDSR1987121901CASAWDND1991072201CASAWDNP1992120301MILDECCA2004071
9911MOAWARDCASAWDSR1994060701CASAWDND1994060701CASAWDC1988060703MILDECCA2002032404MILDECCA200308
3419MOAWARDCBTSPBEM1985091801CBTSPBDM1985122601MILDECCA1987070503CASAWDSR1987050501CBTSPBPC198705
9345MOAWARDCASAWDSR1995030501CASAWDOT1995060803CASAWDNP1985033103CASAWDAQ1998020904CASAWDAM199702
7803MOAWARDCASAWDSR1988070801CBTSPBAV1988070801CASAWDAQ1995052601CASAWDND1996030502CBTSPBSA199607
3612MOAWARDCASAWDCM1988031001UNTAWDAM1988031001CBTSPBAC1984091201CASAWDND1984091201CASAWDAQ1987091
0375MOAWARDCASAWDAQ1992111903CASAWDSR1996030701CASAWDAM1990011901CASAWDOT1991031702
0406MOAWARDCASAWDSR1987062701CBTSPBAV1993111002CASAWDOT1993111004CASAWDAQ1991102702CASAWDNP1993111
1707MOAWARDCASAWDSR1989072801CBTSPBAC1989072801MILDECCA1999070203CASAWDND1996030701CASAWDAQ1995032
4515MOAWARDCASAWDAQ1989032101CASAWDSR1986082901CASAWDND1992080201CASAWDNP1995051202CASAWDC199305
0660MOAWARDCASAWDSR1984102601CASAWDAQ1992030101CBTSPBAV1991012401CASAWDND1995030701CASAWDOT199?
```

Figure 3-6. SICOOP File

3.2.4 LSDBCOOP Procedure

To generate an LSDBCOOP file:

1. From the **SIDPERS Main** screen, click the **Admin Functions** menu and select **LSDBCOOP**.
2. When the program finishes, a **Forms** message box displays the message *LSDBCOOP Successfully run*.
3. Click **OK** to close the message box.
4. Go to the location of the file and SFTP the file to the HOL server. An example of the file is shown in Figure 3-7.

0261STPAC199709	E20041217130451	268
5055STPAC200305199105E20040617	75231	332
2607MISCC199007199508E20040417	257	0
1702STPAC	E20030817 78 36	0
4972STPAC200408199808E20040646125	29	0
4732STPAC200506199906E20050417141	54	0
6202STPAC199609199709E20050417	76	0
9911STPAC200509199803E20060917	83 15	364
3419PSINV199705199805M19930316125	2	
9345STPAC199702199702S20060617	126	0
7803STPAC199705199405E20060646120130	9	0
7000STPAC199007198607E20050417		0
3612STPAC199409199009E20050446	74	0
0375STPAC200011199811E20030817180	75 1	0
0406MISCC200310199701E20030646120	365	0
1707STPAC199804199803E20040117130	38	0
4515STPAC200503199605	90 76	35339
0660PSINV200403199803E19960846120	232	0
3930PSINV199912199812S20020946124		0
9442STPAC200303199603E20040445120	15	0
7513STPAC	E20011116130	27
0592MISCC200406200006E20000617	84	0
2480STPAC199608199708M20060617	27	0
5475STPAC199907199807E20021016	46293	16334

Figure 3-7. LSDBCOOP File

3.2.5 AWARDSCOOP Procedure

To generate an AWARDSCOOP file:

1. From the **SIDPERS Main** screen, click the **Admin Functions** menu and select **AWARDSCOOP**.

When the program finishes, a **Forms** message box displays the message *AWARDSCOOP Successfully run.*

2. Click **OK** to close the message box.
3. Go to the location where the file is located and SFTP the file to the HOL server. An example of the file is shown in Figure 3-8.

2607MOAWARDCASAWDSR2000010101CASAWDAQ1992082202CASAWDND2000010101CASAWDOT1995040101MILDECCA20051
1702MOAWARDCASAWDSR1989042501CASAWDND1992021201CASAWDSW1992021201CASAWDAQ1992082501
4972MOAWARDCASAWDSR1987070901CBTSPBAV1989092001CASAWDAQ1992021701CASAWDND1992112201MILDECCA200
4732MOAWARDCASAWDSR1993061201CASAWDAQ1995073102CASAWDND1993061201MILDECCA2004061202
6202MOAWARDCASAWDCA1999042303CASAWDSR1987121901CASAWDND1991072201CASAWDNP1992120301MILDECCA2
9911MOAWARDCASAWDSR1994060701CASAWDND1994060701CASAWDCA1988060703MILDECCA2002032404MILDECCA
3419MOAWARDCBTSPBEM1985091801CBTSPBDM1985122601MILDECCA1987070503CASAWDSR1987050501CBTSPBPC
9345MOAWARDCASAWDSR1995030501CASAWDOT1995060803CASAWDNP1985033103CASAWDAQ1998020904CASAWDAM
7803MOAWARDCASAWDSR1988070801CBTSPBAV1988070801CASAWDAQ1995052601CASAWDND1996030502CBTSPBSA
3612MOAWARDCASAWDCM1988031001UNTAWDAM1988031001CBTSPBAC1984091201CASAWDND1984091201CASAWDAQ1
0375MOAWARDCASAWDAQ1992111903CASAWDSR1996030701CASAWDAM1990011901CASAWDOT1991031702
0406MOAWARDCASAWDSR1987062701CBTSPBAV1993111002CASAWDOT1993111004CASAWDAQ1991102702CASAWDNP19
1707MOAWARDCASAWDSR1989072801CBTSPBAC1989072801MILDECCA1999070203CASAWDND1996030701CASAWDAQ199
4515MOAWARDCASAWDAQ1989032101CASAWDSR1986082901CASAWDND1992080201CASAWDNP1995051202CASAWDCA199
0660MOAWARDCASAWDSR1984102601CASAWDAQ1992030101CBTSPBAV1991012401CASAWDND1995030701CASAWDOT19
3930MOAWARDCASAWDSR1991070301CASAWDND1996030701CASAWDAQ1996030701
9442MOAWARDMILDECCM1989100201MILDECCA2001081503MILDECCA1989100201CASAWDND1992093001CASAWDSP
0043MOAWARDCASAWDND1970021002FORNAWVM1970021001CASAWDVS1970021001CASAWDOR1971040201CASAWDC

Figure 3-8. AWARDSCOOP File

3.2.6 TAPDB_MEDPROS_EXTRACT Procedure

MEDPROS Export from SIDPERS supports Total Army Personnel Database – Guard (TAPDB-G) by creating an extract file containing Medical Readiness Codes (MRC) related data that is sent to TAPDB-G on a daily basis.

3.2.7 SIMKR20 Procedure

This procedure is performed to update and synchronize the pers_auth_str_tbl with the pers_duty_posn_tbl.

1. From the **SIDPERS Main** screen, click the **Admin Functions** menu and select **SIMKR20**.

When the program finishes, a **Forms** message box displays the message *SIMKR20 Successfully run*.

2. Click **OK** to close the message box.

3.2.8 Quality Assurance (QA) Reports

The QA Reports function is performed by running SQL scripts to identify invalid and conflicting data.

3.3 Reports

Follow these procedures to generate the following General Purpose Financial Daily (GPDF) and General Purpose Financial Reports (GPDFR).

3.3.1 Generating a GPDF-0080 Advisory Messages Report

To generate a GPDF-0080 Advisory Messages report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPDF-0080 Advisory Messages**. A Submit Query (Advisory Messages) report parameter form displays (Figure 3-9).

Figure 3-9. Submit Query Report Parameter Form (Advisory Messages)

2. Enter the date of the report in the **Input Date** field (YYYYMMDD).
3. Click the **Clear Advisory Message?** Drop down and select **Y** or **N**.
4. Click **Submit Query**. A message displays *Successfully run*.
5. Go to the location (Sidpers/reports/output) of your reports and open the report. An example of the report is shown in Figure 3-10.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA						
ADVISORY MESSAGES PCN GPFD - 0080						
PAGE 1						
PREPARED: 20080111						
AS OF DATE: 20070111						
ORIG	CONTROL	CONTROL DATA			ADVISORY MESSAGES	
CODE NUMBER	DATE	NAME/UPC	SSN	MNEMONIC		
100	7CU03331	20070321	TOTAL	2007	DSCH	UPC NOT FOUND IN ORGANIZATION TABLE
100	7CU03331	20070321	TOTAL	2007	DSCH	TOTAL FEDERAL OFFICER SERVICE DATE REQUIRES AN ADJUSTMENT. ACTION MUST BE TAKEN IAW 600-105 TO PUBLISH ORDERS.
100	7CU03331	20070321	TOTAL	2007	DSCH	NEW UNIT IDENTIFICATION CODE. ACTION MUST BE TAKEN TO INPUT OIUG FOR A NEW ORGANIZATION.
100	7CU03331	20070321	TOTAL	2007	DSCH	ORGANIZATION IS PROGRAMMED FOR DEACTIVATION OR DISCONTINUANCE. OIUL MUST BE INPUT OF EFFECTIVE DATE OF OESTS.
100	7CU03331	20070321	TOTAL	2007	DSCH	INDIVIDUAL IS A MEMBER OF A BONUS PROGRAM. ACTION MUST BE TAKEN TO RECOUP.
100	7CU03331	20070321	TOTAL	2007	DSCH	NOT A US CITIZEN . A REQUEST FOR ENTNAC/BI MUST BE SUBMITTED
100	7CU03331	20070321	TOTAL	2007	DSCH	ADVISE MILPO THAT INDIVIDUAL HAS FAILED A SQT TEST FOR ----- CONSECUTIVE TIMES ON ANY MOS

Figure 3-10. GPFD-0080 Advisory Messages Report

3.3.2 Generating a GPFD-1770 Bonus Termination Report

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFD-1770 Bonus Termination Report**. A Submit Query (GPFD-1770) report parameter form displays (Figure 3-11).

Submit Query
Reset

Report Parameters

Enter values for the parameters

Input Date (YYYYMMDD):

Figure 3-11. Submit Query Report Parameter Form (GPFD-1770)

2. Enter the date of the report into the **Input Date** field (YYYYMMDD).
3. Click **Submit Query**. A message displays *Successfully run*.
4. Go to the location (Sidpers/reports/output) of your reports and open the report. An example of the report is shown in Figure 3-12.

200703210HUFFY AVID KELSEY	FOR OFFICIAL USE ONLY - PRIVACY ACT 00	-8588 SFC X64AA	27A
----------------------------	--	-----------------	-----

Figure 3-12. GPFD-1770 Bonus Termination Report

3.3.3 Generating a GPFD-1670 NCO Evaluation Report (DA Form 2166-7)

To generate a GPFD-1670 Non-Commissioned Officer (NCO) Evaluation Report (DA Form 2166-7) report:

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

NCO EVALUATION REPORT CHECK SHEET
GPFM -1680

PAGE 2

PREPARED 100511 AS OF 100511

UNIT: 70TH PUBLIC AFFAIRS DET (-) LOCATION: JEFFERSON CITY STATE: MO UIC: WTM2AA PRN: 247 ANALYS: MC

NAME	SSN	GRADE	RATER	INDORSE	SUB DAT
CAMPBELL SOUP	XXX-XX-6848	MSG8			

Figure 3-16. GPFM-1680 NCO Evaluation Report Check Sheet Report

3.3.5 Generating a GPFM-1650 Soldiers Reported Not Duty Position Qual Report

To generate a GPFM-1650 Soldiers Reported Not Duty Position Qual report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFM-1650 Soldiers Reported Not Duty Position Qual Report**. A Submit Query report parameter form (GPFM-1650) dialog box displays (Figure 3-17).

Submit Query Reset

Report Parameters

Enter values for the parameters

Input Date (YYYYMMDD):

Figure 3-17. Submit Query Report Parameter Form (GPFM-1650)

2. Enter the date of the report in the **Input Date** field (YYYYMMDD).
3. Click **Submit Query**. A message displays *Successfully run*.
4. Go to the location (Sidpers/reports/output) of your reports and open the report. An example of the report is shown in Figure 3-18.

FOR OFFICIAL USE ONLY - PRIVACY ACT

SOLDIERS REPORTED NOT DUTY POSITION QUALIFIED
GPFM - 1650

PREPARED: 091106 AS OF: 091231 PAGE 5

UNIT: TEST UNIT ONE LOCATION: NO CITY STATE: MO UIC: W8B111 PRN: AA1

NAME	SSN	GRADE	CAT	TRNG			REMARKS
				DUTY	PRIMARY	SECONDARY	
				MOS/SSI	MOS/SSI	MOS/SSI	POSN
ADAMS QUINCY JAMES	XXX-XX-0376	PV11	P	88M10	09B10		N DY-POSN MISMATCH
BACON IAM ME	XXX-XX-1251	PV11	A	88M10	09B10		S DY-POSN MISMATCH
BEAR DARK BACH	XXX-XX-1304	PV11	P	88M10	09B10		N DY-POSN MISMATCH
BEST WESTERN	XXX-XX-1273	PV11	F	88M10	09B10		S DY-POSN MISMATCH
BLACK IAN IS	XXX-XX-1259	PV11	A	88M10	09B10		S DY-POSN MISMATCH
BLUE IAN IS	XXX-XX-1257	PV11	F	88M10	09B10		S DY-POSN MISMATCH

Figure 3-18. GPFD-1650 Soldiers Reported Not Duty Position Qual Report

3.3.6 Generating a GPFD-1620 Enlisted Suspense Listing – Master Report

To generate a GPFD-1620 Enlisted Suspense Listing – Master report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFD-1620 Enlisted Suspense Listing – Master Report**. A Submit Query report parameter form (GPFD-1620) dialog box displays.

Figure 3-19. Submit Query Report Parameter Form (GPFD-1620)

2. Enter an As of Date (YYYYMMDD). This query will provide information up to this date.
3. Click **Submit Query**. A message displays *Successfully run*.
4. Go to the location (Sidpers/reports/output) of your reports and open the report. An example of the report is shown in Figure 3-20.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

ENLISTED SUSPENSE LISTING - MASTER

GPFD - 1620

PREPARED 20100511 AS OF 2010040

UNIT NOARNG ELE JFHQ [-DET 1] LOCATION JEFFERSON CITY STATE NO UIC WBAJAA PERM 111 ANALYST M

PERIOD OF 20100701 - 20100930

NAME	SSN	GRADE	RECORDS AUDIT DATE	ETS	EER	PHYSICAL	EXPIRED READY RESERVE	EXPIRATION OF ATTACHMENT	CONDITIONAL RELEASE
BACHLER SCOTT PETER	XXX-XX-7373	SFC7	19690714						
BEHRENS JOHN JOHN	XXX-XX-5357	SSG6	19580813						
BELL SCOTT LEE	XXX-XX-3157	SSG6	19800807						
BLAIR PETER THOMAS	XXX-XX-7057	SSG6		20100922					
BLEICH JOHN	XXX-XX-2557	SSG6	19690713		20100930				
BOLLES PETER ADAMS	XXX-XX-0357	SFC7	19700916						

Figure 3-20. GPFD-1620 Enlisted Suspense Listing – Master Report

3.3.7 Generating a GPFD-0430 Interface Transaction Register to HOL Report

To generate a GPFD-0430 Interface Transaction Register to the HOL report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFD-0430 Interface Transaction Register to HOL Report**.

Report Parameters

Enter values for the parameters

Input Date (YYYYMMDD)

Begin Date (YYYYMMDD)

End Date (YYYYMMDD)

Figure 3-21. Submit Query Report Parameter Form (GPDF-0430)

2. Enter the date of the report into the **Input Date** field (YYYYMMDD).
3. Enter the beginning date of the report period into the **Begin Date** field (YYYYMMDD).
4. Enter the ending date of the report period into the **End Date** field (YYYYMMDD).
5. Click **Submit Query**. A message displays *Successfully run*.
6. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-22.

```

FOR OFFICIAL USE ONLY - PRIVACY ACT
INTERFACE TRANSACTION REGISTER TO HEADQUARTERS OPERATING L
GPDF - 0430

PREPARED 20080115                      BEGINNING:20070101      ENDING: 01-JAN-08
ORIGINATOR CODE: 100                    AS OF: 20080115

CONTROL  DATE      NAME/UIC   SSN      MNEMONIC  TRANSACTION DATA
NUMBER

7EI16549 20070510  SMITH      2394     CIVO      FVVYRK
7EI16550 20070510  SMITH      2394     CIVO      FVVYRK
7EI16551 20070510  SMITH      2394     CIVO      FVVYRK
7EI16552 20070510  SMITH      2394     CIVO      FVVYRK
7EI16553 20070510  SMITH      2394     CIVO      FVVYRK
7EI16554 20070510  SMITH      2394     CIVO      FVVYR008K
7EI16555 20070510  SMITH      2394     CIVO      FVVYR K
7EI16556 20070510  SMITH      2394     CIVO      FVVYR K
7EJ00001 20070510  WOODS     6572     TING      PC070508
7EJ00002 20070510  WOODS     6572     RING      77727A007050879T40P5AAQ32 027 999C      050812
7EJ06629 20070510  WOODS     6572     MARS      M100705011070501
7EK00001 20070511  WOODS     6572     IADT      C070511
7EK00002 20070511  LADEN     4321     PSG       SMITH BIN LADEN                      JJJJJ  12 CAVE CT
                                                KANDAGAR                            MO29654
3M8800404IIA2A1070511C0004041070511
OBEND60503Y0BBMD70511070505YMKD805050905050505050450A11
1111781600505HAJD05050523M0M000000000000000
EKYYY8999RYGS17GY070511W01 380A01ADD 999BQ3ADA
Y00                                4070511YY
DCDC 3YY5AYTCM 00A64FYYY
203505312000000000
7E000001 20070516  SMITH      5341     ADRI      502 CHESLEY                      CPE GIRARDEAU MO12345
7E000002 20070516  SMITH      0667     ADRI      3655 A WOODS CT                  SEDALIA MO12345
7E000003 20070516  SMITH      8312     ADRI      21399 HWY HH                      CROCKER MO12345

```

Figure 3-22. GPDF-0430 Interface Transaction Register to HOL Report

3.3.8 Generating a GPDF-0440 Interface Trans Register to Mil Pay Bran Report

To generate a GPDF-0440 Interface Trans Register to Mil Pay Bran report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPDF-0440 Interface Trans Register to Mil Pay Bran Report**. This process will create a GPDF-0440 report and a simpb file, which is transmitted via SFTP to the Military Pay Branch.

Report Parameters
Enter values for the parameters

Input Date (YYYYMMDD):

Figure 3-23. Submit Query Report Parameter Form (GPFD-0440)

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA											
TRANSACTION REGISTER TO MILITARY PAY BRANCH											
GPFM - 0440								PAGE 1			
PREPARED 20080116					AS OF DATE 20080116						
UNIT 10G TEST UNIT FOR OIUG			UIC W8BSA2		PAYROLL NUMBER 988						
TRANS IDENT NUMBER	SSN	NAME IND	TRANSACTION DATA				SIDPERS CONTROL NUMBER				
A06	-1123	LATIT	M020029	M	000	001	QN	871201A000000	PANG00	C98BSA2029	8AP00003
A07	-1123	LATIT						D620 LATITUDE STREET		C98BSA2029	8AP00003
A08	-1123	LATIT	DELL					M062001		C98BSA2029	8AP00003
AA1	-1123	LATIT	LATITUDE	DELL	LAPTOP			080116	01080116	C98BSA2029	8AP00003
A06	-1321	DELL	S000029	M	000	000	TN	8907120000000	PANG00	C98BSA2029	8AP00004
A07	-1321	DELL						45 PEPSI STREET		C98BSA2029	8AP00004
A08	-1321	DELL	LATITUDE					M062001		C98BSA2029	8AP00004
A81	-1321	DELL	120115							C98BSA2029	8AP00004
AA1	-1321	DELL	DELL IS GOOD					080116	631080116	C98BSA2029	8AP00004
TOTAL TRANSACTIONS PER UNIT			9								

Figure 3-24. GPFD-0440 Interface Trans Register to Mil Pay Bran Report

3.3.9 Generating a GPFD-1210 Monthly Personnel Trans Register By Unit Report

To generate a GPFD-1210 Monthly Personnel Trans Register By Unit report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFD-1210 Monthly Personnel Trans Register By Unit Report**. A Submit Query (GPFD-1210) report parameter form displays (Figure 3-25).

Report Parameters
Enter values for the parameters

As of Date: (YYYYMMDD)

Figure 3-25. Submit Query Report Parameter Form (GPFD-1210)

2. Enter an As of Date (YYYYMMDD) to include information up to this date.
3. Click **Submit Query**. A message displays *Successfully run*.

- Go to the location (Sidpers/reports/output) of your reports and open the report. An example of the report is shown in Figure 3-26.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA									
MONTHLY SUMMARY REGISTER BY UNIT									
GPFM - 1210									
								PAGE 1	
PREPARED	20080115							AS OF DATE	20080115
UNIT TEST NULL	LOCATION			STATE MO	UIC WBBBB1	PRN BB1	ANALYST		
TRANSACTIONS PROCESSED ...									
DATE	NAME UPC	SSN	MNEMONIC	ORIG CODE	TRANSACTION DATA			CONTROL NUMBER	DOCUMENT NUMBER
20070306	BBBB1	--	OIUG	100 929			AL	7CF00041	
20070307	BBBB1	--	OIUG	100 929YY			AL	7CG00010	
20070307	BBBB1	--	OIUG	100 929YY			AL	7CG00011	
20070307	BBBB1	--	OIUG	100 929			AL	7CG00013	
20070307	BBBB1	--	OIUG	100 929			TE	7CG00014	
20070307	BBBB1	--	OIUG	100 929				7CG00015	
20070307	BBBB1	--	OIUG	100 929				7CG00016	
20070307	BBBB1	--	OIUG	100 9291				7CG00017	
20071211	BBBB1	--	OIUL	DWL I071211				7LK00005	
TOTAL TRANSACTIONS PROCESSED									9

Figure 3-26. GPFM-1210 Monthly Personnel Trans Register By Unit Report

3.3.10 Generating a GPFM-1240 Officer/Warrant Suspense List – Master Report

To generate a GPFM-1240 Officer/Warrant Suspense List – Master report:

- From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFM-1240 Officer/Warrant Suspense List – Master Report**. A Submit Query (GPFM-1240) report parameter form displays (Figure 3-27).

Report Parameters

Enter values for the parameters

As of Date: (YYYYMMDD)

Figure 3-27. Submit Query Report Parameter Form (GPFM-1240)

- Enter an **As of Date: (YYYYMMDD)** to include information up to this date.
- Click **Submit Query**. A message displays *Successfully run*.
- Go to the location (Sidpers/reports/output) of your reports and open the report. An example of the report is shown in Figure 3-28.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

OFFICIER/WARRANT OFFICIER SUSPENSE LISTING - MASTER

GPFQ - 1240 PAGE 1

PREPARED: 20100511 AS OF DATE: 20100401

UNIT: 1107TH AVCRAD LOCATION: SPRINGFIELD STATE MO UIC: W7TLAA PRN: 116 ANALYST MC

PERIOD OF: 20100701 - 20100930

NAME	SSS-SH	RECORDS GRADE AUDIT	PHYSICAL	OER	END DATE DUTY DEERS	EXPIRED	EXPIRATION
						READY RESERVE OBLIGATION	OF ATTACHMENT
CLARK PETER THOMAS	XXX-XX-0785	COL			20060915		
MCCARTER PETER THOMAS	XXX-XX-3927	LTC			20060915		
SANDBOTHE JOHN THOMAS	XXX-XX-5295	CWS	19530821				

Figure 3-28. GPFQ-1240 Officer/Warrant Suspense List – Master Report

3.3.11 Generating a GPFR-1790 Personnel Qualification Record Report (By SSN)

To generate a GPFR-1790 Personnel Qualification Record [By Social Security Number (SSN)] report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFR-1790 Personnel Qualification Record Report, and By SSN. The GPFR-1790 – PERSONNEL QUALIFICATION RECORD BY SSN** screen displays (Figure 3-29).

GPFR-1790 - PERSONNEL QUALIFICATION RECORD BY SSN

REPORT AS OF DATE (YYYYMMDD)

ENTER UP TO 15 SSN'S:

<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

PROCESS REPORT

Figure 3-29. GPFR-1790 – PERSONNEL QUALIFICATION RECORD BY SSN Screen

2. Enter the **REPORT AS OF DATE (YYYYMMDD)** to include information up to this date.
3. Enter from 1 to 15 SSNs.

4. Click **PROCESS REPORT** button to generate the report. When the report has completed, a **Forms** message box displays *1790 Successfully run.*
5. Go to the location (Sidpers/reports/output) of your reports and open the report. An example of the report is shown in Figure 3-30.

```

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PERSONNEL QUALIFICATION RECORD
GPFH-1790

PAGE 1
AS OF 20091221

SECTION A - PERSONNEL DATA
3 NAME IND ADAMS CATHY
4 SSN SM XXX-XX-8878

SECTION B - GRADE DATA
1 PAY GRADE E4
2 GR ABBR/CODE M SPC
3 EFF DATE GR 20060511
4 DOR RES 20060511
5 GR CH MVR
6 GR HOW AQR CODE

SECTION C - ORGANIZATION DATA
1 PREV UPC X6490
2 CUR UPC X64AA
3 DY POSN 91W1OYYYY
4 POSN NBR EX IND/CODE YYYY NONE
5 DY POSN QUAL/CODE N NOT QUALI
6 ASG LOSS RNS/DATE/CODE A3 20060511 ENLISTED
7 CURR ORGN ID B ARMY NATIONAL GUARD UNIT
8 AUTH LINE DSG 02
9 AUTH PARA DSG 109
10 ATCH/CODE
11 TYPE ATCH/CODE
12 UPC ATCH
13 EFF DATA OF ATCH
14 EXPN DATE OF ATCH
15 CUR PROC EOBM
16 DATE CUR PROC 20060511
17 INIT PROC EOBM
18 DATE INIT PROC 19900411
19 EXPN RDY RES OBLG DATE 20070510
20 EXPN STAT MIL OBLG DATE 19980410

SECTION D - PAY DATA
1 PEBD 19981214
2 ADD MH TAX 0
3 SP PAY/CODE
4 ST TAX/CODE MO
5 NBR EXEM MGO
6 SGLI ELEC/CODE T 400,000
7 CURR AERO RT/CODE Z UNKNOWN
8 IPAY NBR ONE/DATE/CODE 0 NON E
9 IPAY NBR TWO/DATE/CODE
10 TNG PAY RET CAT/CODE 0 NON E
11 BENEF STAT WVR/CODE A 48 INACTIVE DUTY TRAINING
12 DAYS WVD 0 NOT APPLICABLE
13 ATCH PR NBR
14 CURR INC TERM STAT/CODE Q NOT RECEIVING INCENTIVE (NO
15 DATE INC TERM STAT

SECTION E - TRAINING/EDUCATION DATA
1 TNG STAT/DATE/CODE H 941114 PRIOR ACTIVE FEDERAL SER 7 MO OBL SVC REMAIN 00
2 CIV EDUC LEVEL/CODE S BACCALAUREATE DEGREE 8 RES MGIB RECOUP STAT B NONE/NOT APPLICABLE
3 MAJ SUBJ COL EDUC/CODE RAX NO INDICATION OF MAJOR 9 DATE RES MGIB ELIG START
4 ROTC IDENT/CODE NONE/N NONE YEARS 0 10 DATE RES MGIB ELIG STOP
5 FIRST LANG IDENT/CODE YY NONE, NOT APPLICABLE
6 RES MGIB ELIG STAT/CODE 2 INELIGIBLE; MEMBER HASN'T EXECUTED 6 YR CONTRACT

```

Figure 3-30. GPFH-1790 Personnel Qualification Record Report (by SSN)

3.3.12 Generating a GPFH-1790 Personnel Qualification Record Report (By UPC)

To generate a GPFH-1790 Personnel Qualification Record (By UPC) report:

1. From the **SIDPERS Main** screen, click the **Reports** menu.
2. Select **GPFH-1790 Personnel Qualification Record Report and By UPC**. The **GPFH-1790 PERSONNEL QUALIFICATION RECORD REPORT BY UPC** screen displays (Figure 3-31).

GPFR-1790 - PERSONNEL QUALIFICATION RECORD BY UPC

REPORT AS OF DATE (YYYYMMDD)

ENTER UP TO TWENTY (20) UNIT PROCESSING CODES (UPC):

<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

PROCESS REPORT

Figure 3-31. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY UPC Report Screen

3. Enter a **REPORT AS OF DATE (YYYYMMDD)** to include information up to this date.
4. Enter from 1 to 20 UPCs, if no UPCs are entered; then all UPCs are processed.
5. Click **PROCESS REPORT** button to generate the report. When the report has completed, a **Forms** message box displays *1790 Successfully run*.
6. Go to the location (Sidpers/reports/output) of your reports and open the report. An example of the report is shown in Figure 3-32.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA			
PERSONNEL QUALIFICATION RECORD			
GPFR-1790			
NAME: ADAMS CATHY		SSN: XXX-XX-8878	PAGE 2
PREPARED 20091221			AS OF 20091221
SECTION F - INDIVIDUAL DATA			
1 DOB	19711203	11 BREAK MIL STAT/CODE	A BREAK IN SERVICE OF 91 D
2 RACE POP GRP/CODE	C WHITE	12 DATE INIT ENT RC	19900411
3 ETH GRP/CODE	X OTHER	13 CIV EMPL/CODE	8 NONE
4 STREET ADDR	208 N 4TH ST	14 CIV OCC/CODE	999 UNKNOWN
5 ADDR CITY	GRANT CITY	15 RET WVR	
6 ST-CNTRY/ZIP	MO 64456	16 DATE END EVAL PD	
7 MARTL STAT/CODE	N MARRIED TO ANOTHER S	17 PRIV ACT DSP RCD	
8 DEPN NBR	3	18 LOCAL DATA PERS	YYYYYS0610YYYYYYYYYYYYYYYY
9 NBR MO ACT FED SVC	48	19 QUAL SEL IDENT/DATE	Y
10 REL DENOM CODE	NC CHRISTIAN, NO DENOMINATIONAL		
SECTION G - ENLISTED UNIQUE DATA			
1 ETS DATE	20070510	17 ASI PMOSD ENLD	YY
2 SRC ORIG ENLSTMT INDCDN	8 OTHER	18 PMOSD ENLD BASIS ACQ/CODE	
3 ENLSTMT OPT PD/CODE	8 NOT APPLICABLE	19 SMOSD ENLD	YYYYY
4 TERM ENL RES	12	20 ASI SMOSD ENLD	YY
5 NBR EXT ENL		21 AMOSD ENLD	YYYYY
6 CUM MOS EXT		22 ASI AMOSD ENLD	YY
7 MOS CURR EXT		23 ENLSTMT REENL BONUS ENTL	Q NOT RECEIVING INCENTIVE
8 PRO PAY STAT/CODE/DATE	0 SPECIAL DUTY ASSIGNM	24 ENLSTMT REENL BONUS AUTH	Q NOT RECEIVING INCENTIVE
9 AFQT PCTL	0	25 DATE ENLSTMT REENL BONUS	
10 AFQT SCORE GPS/CODE	6 NOT TESTED	26 ENLSTMT REENL BONUS MOS	
11 NCO EDUC/CODE	0 NONE	27 NBR ENLSTMT REENL BONUS	
12 NCO EDUC ENRLD/CODE	0 Not Enrolled	28 DATE CURR ENLSTMT	
13 ENLSTMT WVR COND 1	D2 NUMBER OF DEPENDENTS	29 DATE CURR XTNSN	
14 ENLSTMT WVR COND 2		30 DATE CURR REENL	
15 ENLSTMT WVR COND 3			
16 PMOSD ENLD	09B10		
SECTION H - FULL TIME DATA		SECTION I - SECURITY DATA	
1 ACT STAT PROG/CODE	Y NOT ON AN ACTIVE DUTY	1 SCTY INVES STAT/CODE	X NO INVESTIGATION INITIATE
2 TECH SSVVC/CODE	N NOT PERFORMING AS A TECHNICIAN	2 SCTY CLNC/CODE	Y NONE
3 CIV GR	YYYY	3 DATE SCTY CLNC	
		4 CTIZSP STAT US ORGN/CODE	A NATIVE BORN

Figure 3-32. GPFR-1790 Personnel Qualification Record Report (by UPC)

3.3.13 Generating a GPFR-1790 Personnel Qualification Record Report (By PR_NBR)

To generate a GPFR-1790 Personnel Qualification Record (By PR_NBR) report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFR-1790 Personnel Qualification Record Report** and **By PR_NBR**. The **GPFR-1790 PERSONNEL QUALIFICATION RECORD REPORT BY PR_NBR** screen displays (Figure 3-33).

GPFR-1790 - PERSONNEL QUALIFICATION RECORD BY PR_NBR

REPORT AS OF DATE (YYYYMMDD)

ENTER UP TO TWENTY (20) PAYROLL NUMBERS (PR_NBR):

<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

PROCESS REPORT

Figure 3-33. GPFR-1790 PERSONNEL QUALIFICATION RECORD REPORT BY PR_NBR Screen

2. Enter a **REPORT AS OF DATE (YYYYMMDD)** to include information up to this date.
3. Enter from 1 to 20 PR_NBRs.
4. Click the **PROCESS REPORT** button to generate the report. When the report has completed, a **Forms** message box displays *1790 Successfully run.*
5. Go to the location (Sidpers/reports/output) of your reports and open the report. An example of the report is shown in Figure 3-34.

```

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PERSONNEL QUALIFICATION RECORD
GPFM-1790

NAME: ADAMS CATHY          SSN: XXX-XX-8878          PAGE 2
PREPARED 20091221          AS OF 20091221

SECTION F - INDIVIDUAL DATA

1 DOB 19711203          11 BREAK MIL STAT/CODE          A BREAK IN SERVICE OF 91 D
2 RACE POP GRP/CODE          C WHITE          12 DATE INIT ENT RC          19900411
3 ETH GRP/CODE          X OTHER          13 CIV EMPL/CODE          8 NONE
4 STREET ADDR          208 W 4TH ST          14 CIV OCC/CODE          999 UNKNOWN
5 ADDR CITY          GRANT CITY          15 RET WVR
6 ST-CNTRY/ZIP          MO 64456          16 DATE END EVAL PD
7 MARTL STAT/CODE          N MARRIED TO ANOTHER S          17 PRIV ACT DSP RCD
8 DEPN NBR          3          18 LOCAL DATA PERS          YYYYYS0610YYYYYYYYYYYYYYYY
9 NBR MO ACT FED SVC          48          19 QUAL SEL IDENT/DATE          Y
10 REL DENOM CODE          NC CHRISTIAN, NO DENOMINATIONAL

SECTION G - ENLISTED UNIQUE DATA

1 ETS DATE          20070510          17 ASI PMOSD ENLD          YY
2 SRC ORIG ENLSTMT INDCTN          8 OTHER          18 PMOSD ENLD BASIS ACQ/CODE
3 ENLSTMT OPT PD/CODE          8 NOT APPLICABLE          19 SMOSD ENLD          YYYYY
4 TERM ENL RES          12          20 ASI SMOSD ENLD          YY
5 NBR EXT ENL          12          21 AMOSD ENLD          YYYYY
6 CUM MOS EXT          12          22 ASI AMOSD ENLD          YY
7 MOS CURR EXT          12          23 ENLSTMT REENL BONUS ENTL          Q NOT RECEIVING INCENTIVE
8 PRO PAY STAT/CODE/DATE          0 SPECIAL DUTY ASSIGNM          24 ENLSTMT REENL BONUS AUTH          Q NOT RECEIVING INCENTIVE
9 AFQT PCTL          0          25 DATE ENLSTMT REENL BONUS
10 AFQT SCORE GPS/CODE          6 NOT TESTED          26 ENLSTMT REENL BONUS MOS
11 NCO EDUC/CODE          0 NONE          27 NBR ENLSTMT REENL BONUS
12 NCO EDUC ENRLD/CODE          0 Not Enrolled          28 DATE CURR ENLSTMT
13 ENLSTMT WVR COND 1          D2 NUMBER OF DEPENDENTS          29 DATE CURR XTNSM
14 ENLSTMT WVR COND 2          0          30 DATE CURR REENL
15 ENLSTMT WVR COND 3
16 PMOSD ENLD          09B10

SECTION H - FULL TIME DATA          SECTION I - SECURITY DATA

1 ACT STAT PROG/CODE          Y NOT ON AN ACTIVE DUTY          1 SCTY INVES STAT/CODE          X NO INVESTIGATION INITIATE
2 TECH SSVCC/CODE          N NOT PERFORMING AS A TECHNICIAN          2 SCTY CLNC/CODE          Y NONE
3 CIV GR          YYY          3 DATE SCTY CLNC
4 CTIZSP STAT US ORGN/CODE          A NATIVE BORN

```

Figure 3-34. GPFR-1790 Personnel Qualification Record Report (By PR_NBR)

3.3.14 Generating a GPFR-1790 Personnel Qualification Record Report (By RPT_SEQ_CODE)

To generate a GPFR-1790 Personnel Qualification Record Report (By RPT_SEQ_CODE) report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFR-1790 Personnel Qualification Record Report** and **By RPT_SEQ_CODE**. The **GPFR-1790 PERSONNEL QUALIFICATION RECORD REPORT BY RPT_SEQ_CODE** screen displays (Figure 3-35).

GPFR-1790 - PERSONNEL QUALIFICATION RECORD BY RPT_SEQ_CODE

REPORT AS OF DATE (YYYYMMDD)

ENTER UP TO TWENTY (20) REPORT SEQUENCE CODES (RPT_SEQ_CODE):

<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

PROCESS REPORT

Figure 3-35. GPFR-1790 PERSONNEL QUALIFICATION RECORD REPORT BY RPT_SEQ_CODE Screen

2. Enter a **REPORT AS OF DATE (YYYYMMDD)** to include information up to this date.
3. Enter from 1 to 20 RPT_SEQ_CODES.
4. Click **PROCESS REPORT** to generate the report. When the report has completed, a **Forms** message box displays *1790 Successfully run.*
5. Go to the location (Sidpers/reports/output) of your reports and open the report. An example of the report is shown in Figure 3-36.

2. Enter the date of the report into the **Input Date** field (YYYYMMDD).
3. Enter the beginning date of the report period into the **Begin Date** field (YYYYMMDD).
4. Enter the ending date of the report period into the **End Date** field (YYYYMMDD).
5. Click **Submit Query**. A message displays *Successfully run*.
6. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-38.

FOR OFFICIAL USE ONLY - PRIVACY ACT DAT										
PERSONNEL TRANSACTION REGISTER BY UNIT										
GPPD - 0880							PAGE 1			
PREPARED	20071016						AS OF DATE	20071016		
UNIT/ORGANIZATION	ELE JFHQ (-SET 1)		LOCATION	JEFFERSON CITY		STATE NO	UIC	US&JAA	PRN 111	ANALYST
TRANSACTIONS PROCESSED ...										
DATE	NAME	SSN	MNEMONIC	CORIG	TRANSACTION DATA			CONTROL	DOCUMENT	
	UPC			CODE				NUMBER	NUMBER	
20020622	BORDE		-9882	MARS	SIB	C9206021020622			7AF00069	JMS
20060913	BORDE		-9882	EADT	DPA	A		06091316103	7AR00396	PLG
20061002	BORDE		-9883	MARS	SIB	A0000001061002			7AF00050	JMS
20061021	BORDE		-9883	RADT	SIB		061020		7AD00218	PLG
20061108	BORDE		-9883	EXT	111		080120012		7AR00226	AMT
20061114	BORDE		-9134	TRF	DPA	8AJAA03 151D1N44A00	YYYY		7AF00167	RLB
20061114	BORDE		-9126	DPOS	SIB	44A00YYYY			7AF00168	RLB
20061201	SNITH		-9126	RADT	SIB		061130		7AE00147	AMT
20061201	SNITH		-9126	FRG	SIB	BLTCC061201D			7AR00021	JMS
20061201	SNITH		-9947	DPOS	SIB	63Z50YYYY			7A100419	RLB
20061201	SNITH		-9947	TRF	SIB	8AJAA03 250K Q63250	YYYY		7A100418	RLB
20061213	SNITH		-9666	EADT	SIB	Z		05102207060	7A800114	MRS
20061213	SNITH		-9915	TRF	SIB	8AJAA01 999B Q00F10	999H		7AR00117	MRS
20061213	SNITH		-9598	DPOS	SIB	00F10YYYY			7A800118	MRS
20061221	SNITH		-9579	FRG	DPO	BLTCC061221D			7AE00120	SLS
20061221	SNITH		-9800	DPOS	DPO	90A00	YYYY		7AD00093	PLG
20061221	SNITH		-9641	FRG	DPO	BCOLB061221D			7AD00094	PLG

Figure 3-38. GPFR-0880 Personnel Transaction Register By Unit Report

3.3.16 Generating a GPFR-1710 Unit Manning Report

To generate a GPFR-1710 Unit Manning report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFR-1710 Unit Manning Report**. The **GPFR-1710 Unit Manning Report** screen displays (Figure 3-39).

GPFR-1710 - UNIT MANNING REPORT

REPORT AS OF DATE (YYYYMMDD)

PLEASE ENTER UP TO TWENTY (20) UNIT PROCESSING CODES (UPC);
ELSE LEAVE BLANK FOR ALL UPC'S:

<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

PROCESS REPORT

Figure 3-39. GPFR-1710 UNIT MANNING REPORT Screen

2. Enter a **REPORT AS OF DATE (YYYYMMDD)** to include information up to this date.
3. Enter up to 20 UPCs. Leave the fields blank to process all UPCs.
4. Click the **PROCESS REPORT** button to generate the report. A message displays *Successfully run.*
5. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-40.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA																														
UNIT MANNING REPORT																														
GPFM - 1710																														
PREPARED: 20091208														AS OF DATE: 20091208							PAGE 1									
UNIT: TEST UNIT FOR MOBILIZATIONS														UIC W8BSA1 PR_NBR 123 DOCUMENT NBR NGW8BSA1																
POSN NBR	PARA LIN	PARA TITLE	SSN	GR	BRID	POSC	A	L	SSSI	DSSI	Q	C	A	REMARKS																
NBR		POSITION TITLE			SEX	PSSI	S	I	AMOSD	D MOS	U	L	T	LOCAL DATA																
															A	N	C													
100		TEST REGION																												
100	01	FIRE CONTROL OFFICER		03	FAO	01A00	YY						F																	
		PICTURE COLOR VIVID	XXXXX6789	CPT	FAM	*13A	YY	YY	YYY	*01A00	Q	F	000		B															
9993		LATITUDE DELL LAPTOP	XXXXX0208	2LT	INM		YY	YY		01A00	Q	F	000																	
		EXCESS - 1																												
100	02	TARGETING OFF		W3	FAP	420A0	YY						F																	
9993		CORD POWER	XXXXX1285	WO1	M	*001A0	YY	YY		*420A0	N	F	000																	
999M		LIVELY DONALD WAYNE	XXXXX0009	CU4	M	*251A0	YY	YY		*420A0	Q	F	987	1234567ABCDEF123456789014	A															
		EXCESS - 1																												
100	03	PERSONNEL SVC SP		E4	I	42A10	YY						F																	
		SMALL REALLY SLOW	XXXXX1294	PV2	M	*09B10	YY			*42A10	N	Y	000																	
		TODD JAMES TEST	XXXXX0169	PV1	M	*09B10	YY			*42A10	N	Y	000		A															
		EXCESS - 1																												
YYYY		ATTACHED																												
		ACKMAN CURTIS RYAN	XXXXX6667	SPC	M	21E10	YY	YY	YYYYY21E10	Q	Y	31A	YYYYYYYYYYRNYYYYYYYYYYYYYYB																	
		EXCESS - 3 VACANT - 0																												
															----- TOTAL -----															
RECAP BY GRAD	E1	E2	E3	E4	E5	E6	E7	E8	E9	O1	O2	O3	O4	O5	O6	O7	O8	W1	W2	W3	W4	W5	ENL	OFF	WO	AGG				
TOTAL REQ	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	1	1	3			
TOTAL AUTH	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	1	1	3			
ASSIGNED	1	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	0	1	0	2	2	2	6				
QUALIFIED	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	0	0	2	1	3				
EXTRA TDA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
ING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
ATTACHED	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1				
NOT JOINED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				

Figure 3-40. GPFR-1710 Unit Manning Report

3.3.17 Generating a GPFR-1420 Unit Record Of Res Training (DA Form 1379) Report

To generate a GPFR-1420 Unit Record Of Reserve Training (DA Form 1379) Report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFR-1420 Unit Record Of Res Training (DA Form 1379) Report**. The **GPFR-1420 UNIT RECORD OF RESERVE TRAINING (DA FORM 1379)** screen displays (Figure 3-41).

GPFM-1420 - UNIT RECORD OF RESERVE TRAINING (DA FORM 1379)

PLEASE ENTER THE FOLLOWING DRILL DATE (YYYYMM) [input]
AT BEGINNING DATE (YYYYMMDD) [input]
AT ENDING DATE (YYYYMMDD) [input]
FOR SSN SORT, ENTER 'S'; FOR ALPHA SORT ENTER 'A' [input]

PLEASE ENTER UP TO TWENTY (20) UNIT PROCESSING CODES (UPC);
ELSE LEAVE BLANK FOR ALL UPC:

[input]	[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]	[input]

Run Report

Figure 3-41. GPFM-1420 UNIT RECORD OF RES TRAINING (DA FORM 1379) Report Screen

2. Enter the start Drill Date (YYYYMM).
3. Enter the beginning date of the report period (YYYYMMDD).
4. Enter the ending date of the report period (YYYYMMDD).
5. Enter *S* to sort by SSN or enter *A* to sort alphabetically.
6. Enter up to 20 UPCs. If you want to include all UPCs, leave the fields blank.
7. Click **Run Report**. A message box displays *1420 Successfully run*.
8. Click **OK** to close the message box.
9. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-42.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

UNIT RECORD OF RESERVE TRAINING

GPFR - 1420 PAGE 1

UNIT ADDRESS	TEST UNIT FOR MOBILIZATIONS	LOCATION	MOBVILLE	STAT MO ZIP	UPC	WBSA1	123	JAN 2010
123 MOB STREET				233230000				
NAME	GRADE	SSN	POSC	TNG-PAY RET-PAY	ETS	DATE	REMARKS	
LATITUDE DELL LAPTOP	2LTG	XXX-XX-0208	01A00		Y			
PICTURE COLOR VIVID	CPTC	XXX-XX-6789	01A00		Y			

UNIT ADDRESS	TEST UNIT FOR MOBILIZATIONS	LOCATION	MOBVILLE	STAT MO ZIP	UPC	SBSA1	123	JAN 2010
123 MOB STREET				233230000				
NAME	SSN	POSC	TNG-PAY RET-PAY	ETS	DATE	REMARKS		
CORD POWER	WO1X	XXX-XX-1285	420A0		Y	C C C C C C	DRUG INT	TITLE 10
LIVELY DONALD JIHN	CW4U	XXX-XX-0009	420A0		Y	B B B B B B	ATCH TO	987
						B B B B B B		

UNIT ADDRESS	TEST UNIT FOR MOBILIZATIONS	LOCATION	MOBVILLE	STAT MO ZIP	UPC	SBSA1	123	JAN 2010
123 MOB STREET				233230000				
NAME	GRADE	SSN	POSC	TNG-PAY RET-PAY	ETS	DATE	REMARKS	
SNAIL REALLY SLOW	PV22	XXX-XX-1294	42A10		Y	26-MAY-15		
TODD JAMES TEST	PV11	XXX-XX-0169	42A10		Y	21-FEB-14		
ACKMAN CURTIS JR	SPCM	XXX-XX-6667	21E10		Y	28-NOV-10	C C C C C C	ATCH TO 31A
							C C C C C C	

Figure 3-42. GPFR-1420 Unit Record Of Res Training (DA Form 1379) Report

3.3.18 Generating a GPFR-1460 Unresolved Error Report By Unit Report

To generate a GPFR-1460 Unresolved Error Report By Unit report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **PFR-1460 Unresolved Error Report By Unit Report**. A Submit Query (GPFR-1460) report parameter form displays (Figure 3-43).

Submit Query Reset

Report Parameters

Enter values for the parameters

Input Date (YYYYMMDD):

Figure 3-43. Submit Query Report Parameter Form (GPFR-1460)

2. Enter the date of the report into the **Input Date** field (YYYYMMDD).
3. Click **Submit Query**. A message displays *Successfully run*.
4. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-44.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA										
UNRESOLVED ERROR REPORT BY UNIT										
GPFM - 1460										
PAGE 1										
PREPARED:	20080116							AS OF DATE:	20080116	
UNIT:	1035TH MAINT CO (SMC)	LOCATION:	JEFFERSON BRKS	STATE:	MO	UIC:	W	PRN:	232 ANALYST MC	
DATE	NAME UFC	SSN	MNEMONIC	ORIG CODE	TRANSACTION DATA			CONTROL NUMBER	DOCUMENT NUMBER	
18-DEC-00	FORBE	2664	PSG	526	0 - FORBEY JAMES DWIGHT	VEZD0	101 SKYLINE DR	1B100196	SEF	
					JOFLIN	M064804				
					XM071121700YYA3001218A	1001218				
					EBAX001218AEDA001218930106AMC061217970124001218045EA111111					
					6815900125PCN00121800MCM000000000000					
					0000000KEYYY8000NYYYYYYB	Y03 311				
					68J10VYYYYYYYYN0YH9701071217Y07					
					YYYYYYYYYYYYYYYYYYYYZZ98072061217AQ68J001218 00					
					00068J00 YYYYYYYYYY					
08-JAN-01	DAVIS	8698	NPSG	KCM	1 - DAVIS CHARLES	F04C01594	HVY N	1CB00050	KMM	
					ODESSA	M064076				
					XS082013001YYA30101080	0				
					EBAX010108010108AMC090107090107EA111111671440008PV1100MCS00					
					AXVVV4000NYYYYVVP	Y03 203 12B10VYYY999TN				
					OYVA010108	YYYYYYYYYQVYYYYYYYYYYYYYAA450720701070Q				
					002612B00 010108					
15-JUN-99	SAINT	5906	NPSG	STL	2 - SAINT YVETTA	XALB25005	MAFFITT AVE	9GR00236	JMS	
					SAINT LOUIS	M063113				
					XS080071201YYA39906150	0				
					EBAX990615990615AFN070614070614EA111111581219905PFC300MCS00					
					A9YYY2319NYYYYYVC	Y43 150 51B10VYYY999TN				
					4EDA990615	YYYYYYYYYYYYYYYYYYYYYAA45072050614QQ				
					Z02551B00 990615					
26-DEC-00	JAMES	6185	PSG	425	3 - JAMES TIMOTHY JOHN	P4ND0	530 NE 36TH ST	1B100191	SEF	
					KANSAS CITY	M064117				
					XD261072000YYA30012260	0				
					EDAE790606AEDA001226960428AMC011225870605001226011EA111111					
					6812600125GTS00122900MCS000000000000					
					0000000KEYYY2259NYYYYYVP	Y07 204				
					13B10VYYYYYYYYN0YH8402031225Y04					
					YYYYYYYYYYYYYYYYYYYYZZ98012011225QQ					
					08413B00 YYYYYYYYYY					

Figure 3-44. GPFR-1460 Unresolved Error Report By Unit Report

3.3.19 Generating a GPFR-1820 Update Error Report

To generate a GPFR-1820 Update Error report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFR-1820 Update Error Report**. A Submit Query (GPF-1820) report parameter form displays (Figure 3-45).

Report Parameters

Enter values for the parameters

Input Date (YYYYMMDD):

Figure 3-45. Submit Query Report Parameter Form (GPF-1820)

2. Enter the date of the report into the **Input Date** field as YYYYMMDD.
3. Click **Submit Query**. A message displays *Successfully run*.
4. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-46.

FOR OFFICIAL USE ONLY – PRIVACY ACT DATA					
UPDATE ERROR REPORT					
GFFD – 1820					
					PAGE 1
PREPARED 080116					
BATCH NO	CONTROL NO	SSN	NAME	MNEM	ERROR MESSAGE
FILES THAT UPDATE THE ERROR CONDITIONS ARE GENERATED FROM ARE:					
Transaction History File SIDPERS Authorized Strength File SIDPERS Organizational File					

Figure 3-46. GPFR-1820 Update Error Report

3.3.20 Generating a GPFR-1200 Strength Accountability Report

To generate a GPFR-1200 Strength Accountability report:

1. From the **SIDPERS Main** screen, click the **Reports** menu and select **GPFR-1200 Strength Accountability Report**. A Submit Query (GPFR-1200) report parameter form displays (Figure 3-47).

Report Parameters

Enter Valid As Of Date (YYYYMMDD)

Input Date

Figure 3-47. Submit Query Report Parameter Form (GPFR-1200)

2. Enter the date of the report into the **Input Date** field (YYYYMMDD).
3. Click **Submit Query**. A message displays *Successfully run*.
4. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-48.

GPFR 1200		STRENGTH ACCOUNTABILITY AS 20200808						PAGE 1							
PRN	UPC	UNIT NAME	OFFICER AUTH ASGD +/-			WARRANT AUTH ASGD +/-			ENLISTED AUTH ASGD +/-			TOTAL AUTH ASGD +/-		PERCENT STRENGTH	
987	8BSAZ	TEST UNIT FOR 10G ORIG CODE	1	1	0	2	1	-1	3	0	-3	7	2	-5	28.6
111	8AJAA	MOARNG ELE JFHQ (-DET 1)	97	134	37	38	25	-13	188	208	20	326	367	41	112.6
988	8BSA2	10G TEST UNIT FOR OIUG	5	2	-3	2	0	-2	11	4	-7	18	6	-12	33.3
112	7LHAA	7TH CIVIL SUPPORT TEAM (VMD)	7	5	-2	0	0	0	15	10	-5	22	15	-7	68.2
128	77727	RECRUITING AND RETENTION BN	4	4	0	0	1	1	79	111	32	83	116	33	139.8
132	777A0	CO A MOARNG R&R EN (RSP)	0	0	0	0	0	0	0	0	0	0	0	0	0.0
133	777B0	CO B MOARNG R&R EN (RSP)	0	0	0	0	0	0	0	0	0	0	0	0	0.0
134	777C0	CO C MOARNG R&R EN (RSP)	0	0	0	0	0	0	0	0	0	0	0	0	0.0
135	777D0	CO D MOARNG R&R EN (RSP)	0	0	0	0	0	0	0	0	0	0	0	0	0.0
136	777E0	CO E MOARNG R&R EN (RSP)	0	0	0	0	0	0	0	0	0	0	0	0	0.0
137	777F0	CO F MOARNG R&R EN (RSP)	0	0	0	0	0	0	0	0	0	0	0	0	0.0
138	777G0	CO G MOARNG R&R EN (RSP)	0	0	0	0	0	0	0	0	0	0	0	0	0.0
139	777H0	CO H MOARNG R&R EN (RSP)	0	0	0	0	0	0	0	0	0	0	0	0	0.0
217	77819	MO ARNG TRAINING SITE DET	10	6	-4	2	1	-1	28	23	-5	40	30	-10	75.0
113	8AJA1	DET 1 MOARNG ELE (SEL SVC)JFHQ	3	3	0	0	1	1	0	0	0	3	4	1	133.3
246	77440	DET 40 OFN SPT AIRLIFT CMD	0	0	0	6	5	-1	2	2	0	8	7	-1	87.5
247	7M2AA	70TH PUBLIC AFFAIRS DET (-)	4	3	-1	0	0	0	16	13	-3	20	16	-4	80.0
118	7MAAA	135TH MILITARY HISTORY DET	1	1	0	0	0	0	2	2	0	3	3	0	100.0
H37	845Y3	INFO OPS FIELD FWD 3	0	0	0	0	0	0	0	0	0	0	0	0	0.0
H57	8AJYJ	MOARNG ELE JFHQ FWD 18	0	0	0	0	0	0	0	4	4	0	4	4	0.0
H92	8AJZ5	MOARNG ELE JFHQ FWD 38	0	1	1	0	0	0	0	0	0	0	1	1	0.0
H97	8AJZ6	MOARNG ELE JFHQ FWD 44	0	0	0	0	0	0	0	2	2	0	2	2	0.0
P43	8AJZU	MOARNG ELE JFHQ FWD 61	0	1	1	0	0	0	0	0	0	0	1	1	0.0
P46	8AJXF	MOARNG ELE JFHQ FWD 88	0	1	1	0	0	0	0	0	0	0	1	1	0.0
P47	8AJXE	MOARNG ELE JFHQ FWD 79	0	0	0	0	0	0	0	1	1	0	1	1	0.0
P50	8AJXG	MOARNG ELE JFHQ FWD 81	0	0	0	0	0	0	0	1	1	0	1	1	0.0
TOTALS JFHQ-MO (-DET 1)			132	162	30	50	34	-16	344	381	37	530	577	47	108.9

Figure 3-48. GPFR-1200 Strength Accountability Report

3.4 Personnel Action Procedures

This function allows you online maintenance of personnel records in the SIDPERS database. Initiate these actions by entering the mnemonic for input transactions. You also have the option to exit any process (screen) and return to a previous menu without saving the changes to the SIDPERS database. If a transaction requires multiple screens to enter the data, you can move between the screens. Interface records are generated for transmittal to the HOL, MPB, and RPAM at the State level.

3.4.1 Administrative Addition (ADMA)

To add a record to the SIDPERS-10g Personnel File for a member who was discharged or separated and reenlists within 180 days:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click ***MNEMONIC** field drop-down. The **MNEMONICS** dialog box displays (Figure 3-49). You may also enter the code directly into the field for all Personnel Action procedures.

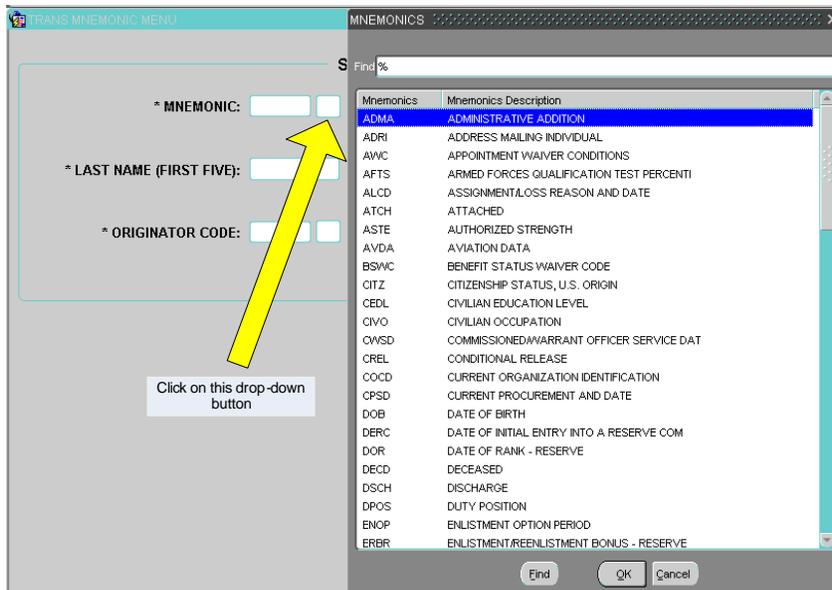


Figure 3-49. MNEMONIC Selections

3. Highlight to select **ADMA**.
4. Click **OK**. The ***MNEMONICS** field is populated with **ADMA**.
5. Enter all of the individual's required information. If you enter an invalid name and an SSN a message displays *NO RECORDS FOUND ON DATABASE WITH REQUIRED RECORD STATUS (E/K)*.
6. If you have entered valid data, click **CONTINUE**. The **ADMINISTRATIVE ADDITION** screen displays (Figure 3-50).

The screenshot shows a web-based form titled "ADMINISTRATIVE ADDITION" within a window labeled "SIDPERS - ARNG". The form contains several input fields: "MNEMONIC" with the value "ADMA", "DOCUMENT NUMBER" with "TEST", "LAST NAME (FIRST FIVE)" with "ADAMS", "SOCIAL SECURITY NUMBER" with "XXX-XX-1742", "ORIGINATOR CODE" with "NMP", and "DATE" with "20100513". Below these fields is a section labeled "* TYPE OF CHANGE:" with a dropdown menu showing "A". At the bottom right of the form area is a yellow button labeled "SAVE and EXIT". The Oracle logo is visible in the top right corner of the window. The status bar at the bottom shows "Record: 1/1" and "<OSC>".

Figure 3-50. ADMINISTRATIVE ADDITION Screen

3.4.2 Address Mailing Individual (ADRI)

To change or correct an individual's mailing address:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **ADRI**.
3. Click **OK**. The ***MNEMONICS** field is populated with **ADRI**.
4. Enter the individual's data in the other fields.
5. Click **CONTINUE**. The **ADDRESS MAILING INDIVIDUAL** screen displays fields populated with the individual's information.
6. Enter the individual's correct mailing address.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, CONTROL NUMBER 8AX00001).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.3 Appointment Waiver Conditions (AWC)

To add AWC data:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.

2. Click the ***MNEMONIC** field drop-down and select **AWC** by highlighting it.
3. Click **OK**. The ***MNEMONICS** field is populated with **AWC**.
4. Enter data into the other fields.
5. Click **CONTINUE**. The **APPOINTMENT WAIVER CONDITION** screen displays.
6. Click the ***APPOINTMENT WAIVER CONDITION** drop-down, select one of the waiver options, and click **OK**.
7. If there is a second waiver condition, click the lower **APPOINTMENT WAIVER CONDITION** drop-down, select one of the waiver options, and click **OK**.
8. Click **SAVE and EXIT**. A message box displays *ALL WAIVER CONDITIONS FULL*.
9. Click **OK** to close the message box. The new waiver information has been saved.

3.4.4 Armed Forces Qualifications Test Percentile (AFTS)

To add or change the AFTS:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **AFTS** by highlighting it.
3. Click **OK**. The ***MNEMONICS** field is populated with **AFTS**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE** screen displays with all fields populated with the individual's information.
6. In the ***ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE** field, enter the new percentage score.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00001*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the **SIDPERS** database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.5 Assignment/Loss Reason and Date (ALCD)

To change or correct a previous entry:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **ALCD** Assignment/Loss Reason and Date.
3. Click **OK**. The ***MNEMONICS** field is populated with **ALCD**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **ASSIGNMENT/LOSS REASON AND DATE** screen displays fields populated with the individual's information.
6. Change the data as necessary.

7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00003*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The assignment/loss reason and/or date are updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.6 Attached (ATCH)

To attach or relieve the individual from attachment:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **ATCH** to highlight it.
3. Click **OK**. The ***MNEMONICS** field is populated with **ATCH**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **ATTACHED** screen displays fields populated with the individual's information.
6. Change the data as necessary.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00004*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The attached data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.7 Authorized Strength (ASTE)

You must process this transaction through the SIDPERS **Organizational Processing** menu. See Subsection 3.6.1, ASTE Transaction Procedure.

3.4.8 Aviation Data (AVDA)

To update aviation data to provide MPB information required by the Aviation Career Incentive Branch:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and highlight to select **AVDA**.
3. Click **OK**. The ***MNEMONICS** field is populated with **AVDA**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **AVIATION DATA** screen displays fields populated with the individual's information.
6. Enter the aviation data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00005*).

8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The aviation data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.9 Benefit Status Waiver Code (BSWC)

To update or correct the record of an individual receiving Veterans Administration (VA) or Retirement Benefits:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and **BSWC**.
3. Click **OK**. The ***MNEMONICS** field is populated with **BSWC**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **BENEFIT STATUS WAIVER CODE** screen displays fields populated with the individual's information.
6. Enter the waiver code and the number of days waived.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00001*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.10 Civilian Education Level (CEDL)

To change or correct Civilian Education Level or Major Subject of College Education:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **CEDL**.
3. Click **OK**. The ***MNEMONICS** field is populated with **CEDL**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **CIVILIAN EDUCATION** screen displays fields populated with the individual's information.
6. Make the field changes.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00006*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The individual's CEDL data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.11 Citizenship Status, U.S. Origin (CITZ)

To add, change, or correct an individual's citizenship status:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **CITZ**.
3. Click **OK**. The ***MNEMONICS** field is populated with **CITZ**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **Citizenship Status, U.S. Origin** screen displays fields populated with the individual's information.
6. In the ***CITIZENSHIP STATUS UNITED STATES ORIGIN:** field, enter the updated citizenship status.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00007*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The citizenship status is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.12 Civilian Occupation (CIVO)

To change or correct Civilian Occupation, Civilian Grade, Technician/Selective Service Code, or Civilian Employer:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **CIVO**.
3. Click **OK**. The ***MNEMONICS** field is populated with **CIVO**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **CIVILIAN OCCUPATION** screen displays fields populated with the individual's information.
6. Enter changes for the individual.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00008*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The civilian occupation data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.13 Commissioned/Warrant Officer Service Date (CWSD)

To change or correct the Commissioned/Warrant Officer Service Date:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.

2. Click the ***MNEMONIC** field drop-down button and select **CWSD**.
3. Click **OK**. The ***MNEMONICS** field is populated with **CWSD**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **COMMISSIONED/WARRANT OFFICER SERVICE DATE** screen displays fields populated with the individual's information.
6. In the ***COMMISSIONED/WARRANT OFFICER SERVICE DATE** field, enter the new date.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00009*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The service date is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.14 Conditional Release (CREL)

To record the granting of a conditional release for enlistment/appointment in another state or component, or to change the record status code in cases when the individual does not enlist elsewhere, but returns to the unit:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **CREL**.
3. Click **OK**. The ***MNEMONICS** field is populated with **CREL**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **CONDITIONAL RELEASE** screen displays fields populated with the individual's information.
6. Enter the new **RECORD STATUS** data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00010*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The conditional release data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.15 Current Organization Identification (COCD)

To correct a previous entry for Current Organization Identification:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **COCD**.
3. Click **OK**. The ***MNEMONICS** field is populated with **COCD**.
4. Enter an individual's data in the other fields.

5. Click **CONTINUE**. The **CURRENT ORGANIZATION IDENTIFICATION** screen displays fields populated with the individual's information.
6. In the * **CURRENT ORGANIZATION IDENTIFICATION** field, enter the new data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00011*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.16 Current Procurement and Date (CPSD)

To correct a previous entry for Current Procurement source and/or Date of Current Procurement:

NOTE:

Use the procedure for prior service personnel only.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **CPSD**.
3. Click **OK**. The ***MNEMONICS** field is populated with **CPSD**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **CURRENT PROCUREMENT AND DATE** screen displays fields populated with the individual's information.
6. Enter updated or new data in the **CURRENT PROCUREMENT** fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00001*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.17 Date of Birth (DOB)

To correct an individual's previously reported date of birth:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **DOB**.
3. Click **OK**. The ***MNEMONICS** field is populated with **DOB**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **DATE OF BIRTH** screen displays fields populated with the individual's information.
6. Enter the correct date (YYYYMMDD) into the ***DATE OF BIRTH** field.

7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00012*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The date of birth date is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.18 Date of Initial Entry into a Reserve Component (DERC)

To correct a DERC:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **DERC**.
3. Click **OK**. The ***MNEMONICS** field is populated with **DERC**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **DATE INITIAL ENTRY INTO A RESERVE COMPONENT** screen displays fields populated with the individual's information.
6. Enter the new date (YYYYMMDD) into the ***DATE OF INITIAL ENTRY INTO A RESERVE COMPONENT** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00013*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The date of initial entry is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.19 Date of Rank Reserve (DOR)

To change or correct a previous DOR entry or to adjust DOR on an enlisted individual returning from Inactive National Guard (ING):

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **DOR**.
3. Click **OK**. The ***MNEMONICS** field is populated with **DOR**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **Date of Rank Reserve** screen displays fields populated with the individual's information.
6. Enter a new date (YYYYMMDD) into the ***DATE OF RANK RESERVE** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AY00001*).

8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The date of rank reserve is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.20 Deceased (DECD)

To report the death of an individual:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **DECD**.
3. Click **OK**. The ***MNEMONICS** field is populated with **DECD**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **DECEASED** screen displays fields populated with the individual's information.
6. Enter the deceased date (YYYYMMDD) into the ***DATE OF ASSIGNMENT/LOSS REASON** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AY00002*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The deceased date is entered into the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.21 Discharge (DSCH)

To report the discharge of an enlisted member:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **DSCH**.
3. Click **OK**. The ***MNEMONICS** field is populated with **DSCH**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **DISCHARGE** screen displays fields populated with the individual's information.
6. Enter new data into the discharge fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00003*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.22 Duty Position (DPOS)

To change or correct an individual's DPOS (within the state):

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **DPOS**.
3. Click **OK**. The ***MNEMONICS** field is populated with **DPOS**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **DUTY POSITION** screen displays fields populated with the individual's information.
6. Enter new data into the Duty Position fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00004*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.23 Enlistment Option Period (ENOP)

To correct an erroneous Enlistment Option entry:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **ENOP**.
3. Click **OK**. The ***MNEMONICS** field is populated with **ENOP**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **ENLISTMENT OPTION PERIOD** screen displays fields populated with the individual's information.
6. Enter the new data into the ***ENLISTMENT OPTION PERIOD** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00005*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.24 Enlistment/Reenlistment Bonus – Reserve (ERBR)

To change, correct, or terminate an individual's Incentive Program Entitlement:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **ERBR**.

3. Click **OK**. The ***MNEMONICS** field is populated with **ERBR**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **ENLISTMENT/REENLISTMENT BONUS – RESERVE** screen displays fields populated with the individual's information.
6. Enter information in the fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00006*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.25 Enlistment Waiver Condition (EWCD)

To update, delete, or correct Enlistment Waiver Condition:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **EWCD**.
3. Click **OK**. The ***MNEMONICS** field is populated with **EWCD**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **ENLISTMENT WAIVER CONDITION** screen displays fields populated with the individual's information.
6. Enter the new data in the ***ENLISTMENT WAIVER CONDITION** fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00007*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.26 Enter Active Duty Training (EADT)

To report an individual's entry on Active Duty for 31 days or more, or changes of Active Status Program perform this procedures. This transaction is also generated for individuals that are mobilized with their unit.

Ensure the reliability of this date, when you use this transaction to correct erroneous data or to extend a tour with no break, by using the original date of record status. For an initial tour or for reporting a tour after a break, the date is the date on the orders.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **EADT**.
3. Click **OK**. The ***MNEMONICS** field is populated with **EADT**.

4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **ENTER ACTIVE DUTY TRAINING** screen appears.
6. Enter data into the appropriate fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00007*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.27 Ethnic Group (EGD)

To correct previously entered EGD data:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **EGD**.
3. Click **OK**. The ***MNEMONICS** field is populated with **EGD**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **ETHNIC GROUP** screen displays fields populated with the individual's information.
6. Enter new data into the ***ETHNIC GROUP** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00008*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.28 Evaluation Report (EERF)

To report the date that ends an evaluation period:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **EERF EVALUATION REPORT**.
3. Click **OK**. The ***MNEMONICS** field is populated with **EERF**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **EVALUATION REPORT** screen displays field populated with the individual's information.
6. In the ****DATE OF END OF EVALUATION PERIOD** field, enter a date (YYYYMMDD).

7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00009*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.29 Expiration Date of Attachment (EXDA)

To change or correct a previously entered EXDA:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **EXDA**.
3. Click **OK**. The ***MNEMONICS** field is populated with **EXDA**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **EXPIRATION DATE OF ATTACHMENT** screen displays fields populated with the individual's information.
6. Enter the new data in the **EXPIRATION DATE OF ATTACHMENT** and/or **EXPIRATION DATE INACTIVE NATIONAL GUARD** fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00010*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.30 Expiration Ready Reserve Obligation Date (ERRO)

To correct a previously entered ERRO:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **ERRO**.
3. Click **OK**. The ***MNEMONICS** field is populated with **ERRO**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **EXPIRATION READY RESERVE OBLIGATION DATE** screen displays fields populated with the individual's information.
6. Enter a new date (YYYYMMDD) in the ***EXPIRATION READY RESERVE OBLIGATION DATE** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00011*).

8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.31 Expiration Statutory Military Obligation (ESMO)

To correct a previously entered ESMO or to readjust the obligation date:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **ESMO**.
3. Click **OK**. The ***MNEMONICS** field is populated with **ESMO**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **EXPIRATION STATUTORY MILITARY OBLIGATION DATE** screen displays with all field populated with the individual's information.
6. Enter a new date (YYYYMMDD) in the ***EXPIRATION STATUTORY MILITARY OBLIGATION DATE** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00012*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.32 Extension (EXT)

To report an Extension of Enlistment:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **EXT**.
3. Click **OK**. The ***MNEMONICS** field is populated with **EXT**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **EXTENSION** screen displays fields populated with the individual's information.
6. Enter the extension data in the fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00013*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.33 Federal Recognition Identification (FRG)

To record the reason for granting Federal Recognition for specific personnel actions follow this procedure.

The FRG is used for Officer promotion, Officer change of branch (infantry, armor, and general staff) or change of Military Occupational Specialty (MOS) (warrant officers only). Change of MOS for WO can also be done using MOS Mnemonic and is the only way to enter AMOS:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **FRG**.
3. Click **OK**. The ***MNEMONICS** field is populated with **FRG**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **FEDERAL RECOGNITION IDENTIFICATION** screen displays fields populated with the individual's information.
6. Enter the recognition data in the fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00014*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.34 Grade Abbreviation and Code (GRCD)

To change or correct an officer's Grade Abbreviation and Code and an Effective Date of Grade for enlisted personnel or officers perform the following procedure:

NOTE 1:

Do not use this transaction to promote or reduce personnel. To promote or reduce officer personnel, use an FRG transaction. To promote or reduce enlisted personnel, use a Grade Change (GRCH) transaction.

NOTE 2:

Use the GRCD transaction to correct or change a commissioned officer's Grade Abbreviation and Code only when the individual has more than four years of active service in an enlisted or warrant officer status. Warrant officer and enlisted time can be combined (see Change 79 to the Department of Defense *Dodd Pay Manual*).

NOTE 3:

When you use a GRCD to change or correct an Effective Date of Grade, input only the changed or corrected effective date on the transaction.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.

2. Click the ***MNEMONIC** field drop-down button and select **GRCD**.
3. Click **OK**. The ***MNEMONICS** field is populated with **GRCD**.
4. Enter an individual's data in the other fields.
5. Click **CONTINUE**. The **GRADE ABBREVIATION AND CODE** screen displays fields populated with the individual's information.
6. Enter the new Grade Abbreviation Code and the effective date.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00015*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.35 Grade Change (GRCH)

To change grade because of promotion, reduction, or lateral appointment:

NOTE:

This transaction is used only for enlisted personnel. To change an officer's grade, see subsection 3.4.34, Grade Abbreviation and Code (GRCD) transaction.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **GRCH**.
3. Click **OK**. The ***MNEMONICS** field is populated with **GRCH**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **GRADE CHANGE** screen displays fields populated with the individual's information.
6. Enter data into the grade change fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00016*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.36 Grade Change Waiver (GRWV)

To correct previously entered GRWV:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **GRWV**.
3. Click **OK**. The ***MNEMONICS** field is populated with **GRWV**.

4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **GRADE CHANGE WAIVER** screen displays fields populated with the individual's information.
6. Enter new data in the ***GRADE CHANGE WAIVER** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00017*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.37 Incentive Pay (IPAY)

To award or withdraw IPAY or to correct a previous entry:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **IPAY**.
3. Click **OK**. The ***MNEMONICS** field is populated with **IPAY**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **INCENTIVE PAY** screen displays fields populated with the individual's information.
6. Enter new data in the Incentive Pay fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00018*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.38 Initial Active Duty Training (IADT)

To change training status as it relates to entering or returning from IADT:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **IADT**.
3. Click **OK**. The ***MNEMONICS** field is populated with **IADT**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **INITIAL ACTIVE DUTY TRAINING** screen displays fields populated with the individual's information.
6. Enter the individual's data into the fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00019*).

8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.39 Initial Procurement and Date (IPCD)

To correct previous IPCD entry:

Use this procedure for both non-prior and prior service personnel.

NOTE:

When changing Initial Procurement Program or Date of Initial Procurement, you may need to input a change to Source of Original Enlistment/ Induction or Source of Commission/Warrant, because these two data elements are no longer generated by an IPCD transaction.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **IPCD**.
3. Click **OK**. The ***MNEMONICS** field is populated with **IPCD**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **INITIAL PROCUREMENT AND DATE** screen displays fields populated with the individual's information.
6. Enter data into the fields in the **INITIAL PROCUREMENT** area.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00019*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.40 Intact Unit Gain (OIUG)

You must process this transaction through the **Organizational Processing** menu. See Subsection 3.6.3, *OIUG Transaction Procedure*.

3.4.41 Intact Unit Loss (OIUL)

You must process this transaction through the **Organizational Processing** menu. See Subsection 3.6.4, *OIUL Transaction Procedure*.

3.4.42 Language Identity (LANG)

To correct, add, or delete a previous entry:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **LANG**.
3. Click **OK**. The ***MNEMONICS** field is populated with **LANG**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **LANGUAGE IDENTITY** screen displays fields populated with the individual's information.
6. Enter the new data in the ***FIRST LANGUAGE IDENTITY** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00020*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.43 Local Data – Personnel (LDP)

To provide information that is “understood” at the local (state) level:

NOTE:

Traditionally, SIDPERS did not have specific fields for these data elements required by the state. Therefore, a field was added where states could string together state-level codes, etc.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **LDP**.
3. Click **OK**. The ***MNEMONICS** field is populated with **LDP**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **LOCAL DATA – PERSONNEL** screen displays fields populated with the individual's information.
6. Enter information in the **LOCAL DATA PERSONNEL** fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00021*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.44 Local Data – Personnel Addendum (LDPA)

To provide information at HOL containing information and codes that are unavailable in other data elements:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **LDPA**.
3. Click **OK**. The ***MNEMONICS** field is populated with **LDPA**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **Local Data Personnel – HOL** screen displays with fields populated with the individual's information.
6. Enter new data in the ***LOCAL DATA PERSONNEL** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00022*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.45 Mandatory Promotion Board Results (MPBR)

To record information received from NGB on the Mandatory Promotion Board Results roster or to change incorrect information previously entered:

NOTE:

This procedure applies only to commissioned officers.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **MPBR**.
3. Click **OK**. The ***MNEMONICS** field is populated with **MPBR**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **MANDATORY PROMOTION BOARD RESULTS** screen displays with all fields populated with the individual's information.
6. Enter new promotion data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00023*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.46 Mandatory Removal Reason and Date (MRD)

To report an exception/change to Mandatory Removal Reason and Date:

NOTE:

It applies only to commissioned officers/warrant officers.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **MRD**.
3. Click **OK**. The ***MNEMONICS** field is populated with **MRD**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **MANDATORY REMOVAL REASON AND DATE** screen displays fields populated with the individual's information.
6. Enter the removal reason and the date of removal in the fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00024*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.47 Marital Status (MARS)

To report a change or correction of an individual's marital status and/or number of dependents:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **MARS**.
3. Click **OK**. The ***MNEMONICS** field is populated with **MARS**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **MARITAL STATUS** screen displays fields populated with the individual's information.
6. Enter the new marital and/or dependent data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00025*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.48 Military Education Completed (MLED)

To update/correct an individual's level of completed military education and to indicate the highest military course or branch school completed:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.

2. Click the ***MNEMONIC** field drop-down button and select **MLED**.
3. Click **OK**. The ***MNEMONICS** field is populated with **MLED**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **MILITARY EDUCATION COMPLETED** screen displays fields populated with the individual's information.
6. Enter information in the school fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00026*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.49 Military Occupational Specialty (MOS) Code

To award or withdraw a Primary or Secondary MOS:

NOTE:

This procedure applies only to enlisted personnel and warrant officers.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **MOS**.
3. Click **OK**. The ***MNEMONICS** field is populated with **MOS**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **MILITARY OCCUPATIONAL SPECIALITY DESIGNATOR** screen displays fields populated with the individual's information.
6. Enter new MOS data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00027*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.50 Miscellaneous (MISC)

To report a change or correction of selected personnel information using only the data elements present on each transaction:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **MISC**.
3. Click **OK**. The ***MNEMONICS** field is populated with **MISC**.

4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **MISCELLANEOUS** screen displays fields populated with the individual's information.
6. Enter data into the fields you want to update.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00028*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.51 Name, Individual (NAME)

To report an individual's name, changed by court order, marriage, or to correct an erroneous entry:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **NAME**.
3. Click **OK**. The ***MNEMONICS** field is populated with **NAME**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **NAME** screen displays fields populated with the individual's information.
6. In the ***NAME INDIVIDUAL** field, enter the new name data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00029*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.52 Non prior Service Gain (NPSG)

To add a record to the database for an individual who has no prior military service:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **NPSG**.
3. Click **OK**. The ***MNEMONICS** field is populated with **NPSG**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **Non prior Service Gain** screen displays fields populated with the individual's information.

6. Enter the individual's data on each of the tabs. Appropriate additional tabs become available when the Military Personnel Class (MPC) of the Service Member (SM) is known.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00030*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). A record is added to the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.53 Pay Entry Basic Date (PEBD)

To change or correct a Pay Entry Basic Date:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **PEBD**.
3. Click **OK**. The ***MNEMONICS** field is populated with **PEBD**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **PAY ENTRY BASIC DATE** screen displays fields populated with the individual's information.
6. In the *** PAY ENTRY BASIC DATE** field, enter the new date (YYYYMMDD).
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00031*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.54 Previous Record Status and Date (PRSC)

To correct a previous record status and date:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **PRSC**.
3. Click **OK**. The ***MNEMONICS** field is populated with **PRSC**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **PREVIOUS RECORD STATUS** screen displays fields populated with the individual's information.
6. Enter the new record status and date.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00032*).

8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The record is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.55 Prior Service Gain (PSG)

To add a record to the database of an individual who has prior military service:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **PSG**.
3. Click **OK**. The ***MNEMONICS** field is populated with **PSG**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **Prior Service Gain** screen displays fields populated with the individual's information.
6. Enter the individual's data on each of the tabs. Appropriate additional tabs become available when the MPC of the SM is known.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00033*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.56 Privacy Act Disputed Record (PADR)

To indicate submission of a statement of disagreement after the DA Privacy Review Committee decision not to amend individual's SIDPERS Personnel Record, or to delete present code:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **PADR**.
3. Click **OK**. The ***MNEMONICS** field is populated with **PADR**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **PRIVACY ACT DISPUTED RECORD** screen displays fields populated with the individual's information.
6. In the ***PRIVACY ACT DISPUTED RECORD** field, enter the data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00034*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The record is updated in the SIDPERS database.

9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.57 Proficiency Pay (PPAY)

To report the award or termination of Proficiency Pay. It applies to enlisted personnel only and is limited to recruiters and career counselors:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **PPAY**.
3. Click **OK**. The ***MNEMONICS** field is populated with **PPAY**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **PROFICIENCY PAY** screen displays fields populated with the individual's information.
6. Enter the proficiency pay status and date.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00035*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.58 Projected Promotion Eligibility Date (PPED)

To change or correct the date a commissioned officer/warrant officer who is eligible for mandatory promotion. The PPED is also automatically updated for each MPBR transaction:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **PPED**.
3. Click **OK**. The ***MNEMONICS** field is populated with **PPED**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **PROJECTED PROMOTION ELIGIBILITY DATE** screen displays fields populated with the individual's information.
6. Enter a new date (YYYYMMDD) in the ***DATE OF PROJECTED PROMOTION ELIGIBILITY** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00036*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.59 Promotion Consideration Code (PCC)

To readjust or correct the Promotion Consideration Code for commissioned officers:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **PCC**.
3. Click **OK**. The ***MNEMONICS** field is populated with **PCC**.
4. Enter an officer's data into the other fields.
5. Click **CONTINUE**. The **Promotion Consideration Code** screen displays fields populated with the officer's information.
6. Enter the correct data into the promotional fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8AX00001*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.60 Qualitative Selective Retention Identifier (QSRC)

To report the results of the Qualitative/Selective Retention Board:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **QSRC**.
3. Click **OK**. The ***MNEMONICS** field is populated with **QSRC**.
4. Enter the Qualitative/Selective Retention data.
5. Click **CONTINUE**. The **QUALITATIVE SELECTIVE RETENTION IDENTIFIER** screen displays with all fields populated with the individual's information.
6. Enter the qualitative selective data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200001*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.61 Race/Population Group (RACE)

To correct an erroneous entry of Race/Population Group:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **RACE**.

3. Click **OK**. The ***MNEMONICS** field is populated with **RACE**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **SIRACE** screen displays with all fields populated with the individual's information.
6. Enter the correct data into the ***RACE/POPULATION GROUP** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200002*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.62 Reenlistment (RENL)

To perform the following procedure **ONLY** for **IMMEDIATE** reenlistment, without a break in service:

NOTE:

The fields are automatically populated with current SIDPERS data.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **AFTS ARMED FORCES QUALIFICATIONS TEST PERCENTI**.
3. Click **OK**. The ***MNEMONICS** field is populated with **AFTS**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **REENLISTMENT** screen displays fields populated with the individual's information.
6. In the ***ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE** field, enter the new percentage score.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message, such as *CONTROL NUMBER 8A200003*.
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message, such as *FRM-40400 Transaction complete: 1 records applied and saved*. The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.63 Release from Active Duty (RADT)

To update the database upon return of individual from ADT.

NOTE:

Do not use DPOS transaction. Unlike DPOS transaction, which is used only to correct or change duty position within the state, this RADT transaction is used to release an individual from ADT.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **RADT**.
3. Click **OK**. The ***MNEMONICS** field is populated with **RADT**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **RELEASE FROM ACTIVE DUTY TRAINING** screen displays fields populated with the individual's information.
6. Enter new data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message, such as *CONTROL NUMBER 8A200004*.
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message, such as *FRM-40400 Transaction complete: 1 records applied and saved*. The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.64 Religious Denomination (RELG)

To update/correct Religious Denomination data:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **RELG**.
3. Click **OK**. The ***MNEMONICS** field is populated with **RELG**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **RELIGIOUS DENOMINATION** screen displays fields populated with the individual's information.
6. In the *** RELIGIOUS DENOMINATION** field, enter the updated data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message, such as *CONTROL NUMBER 8A200005*.
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.65 Reserve Officer Training Corps (ROTC)

To change or correct enrollment completion status, type, and service of an individual's ROTC program and the number of years completed:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **ROTC**.
3. Click **OK**. The ***MNEMONICS** field is populated with **ROTC**.
4. Enter an individual's data into the other fields.

5. Click **CONTINUE**. The **RESERVE OFFICER CORPS TRAINING IDENTIFICATION** screen displays fields populated with the individual's information.
6. In the **RESERVE OFFICER TRAINING CORPS** fields, enter the updated data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message, such as *CONTROL NUMBER 8A200006*.
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message, such as *FRM-40400 Transaction complete: 1 records applied and saved*. The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.66 Retention Waiver (RTWV)

To report correct/change Retention Waiver code:

NOTE:

This screen applies to all officer and enlisted personnel.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **RTWV**.
3. Click **OK**. The ***MNEMONICS** field is populated with **RTWV**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **RETENTION WAIVER** screen displays with all fields populated with the individual's information.
6. Enter the new data in the ***RETENTION WAIVER** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200007*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.67 Retirement Year Ending Date (RYE)

To change or correct the Retirement Year Ending Date:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **RYE**.
3. Click **OK**. The ***MNEMONICS** field is populated with **RYE**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **RETIREMENT YEAR ENDING DATE** screen displays fields populated with the individual's information.
6. Enter the new date into the ***RETIREMENT YEAR ENDING DATE** field.

7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200008*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.68 Return from Inactive National Guard (RING)

When an individual returns from the Inactive National Guard to the Active National Guard, perform this procedure:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **RING**.
3. Click **OK**. The ***MNEMONICS** field is populated with **RING**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **RETURN INACTIVE NATIONAL GUARD** screen displays fields populated with the individual's information.
6. Enter required data.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200009*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.69 Security Clearance (SCYC)

To record, withdraw, or correct a Security Clearance:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **SCYC**.
3. Click **OK**. The ***MNEMONICS** field is populated with **SCYC**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **SECURITY CLEARANCE** screen displays fields populated with the individual's information.
6. Enter the new security data into the fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200010*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.

9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.70 Separation (SEP)

To report the separation of a commissioned officer or warrant officer from the Army National Guard:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **SEP**.
3. Click **OK**. The ***MNEMONICS** field is populated with **SEP**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **SEPARATION** screen displays fields populated with the individual's information.
6. Enter the separation data into the fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200011*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.71 Servicemen's Group Life Insurance Election (SGLI)

To update or correct SGLI coverage:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **SGLI**.
3. Click **OK**. The ***MNEMONICS** field is populated with **SGLI**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **SERVICEMENS GROUP LIFE INSURANCE ELECTION** screen displays fields populated with the individual's information.
6. Enter the correct data into the ***SERVICEMENS GROUP LIFE INSURANCE ELECTION** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200012*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.72 Sex (SEX)

To correct erroneous Sex data:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **SEX**.
3. Click **OK**. The ***MNEMONICS** field is populated with **SEX**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **SEX** screen displays with all fields populated with the individual's information.
6. Change the data in the ***SEX** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200012*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.73 Special Pay (SPAY)

To award or to withdraw Special Pay:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **SPAY**.
3. Click **OK**. The ***MNEMONICS** field is populated with **SPAY**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **SPECIAL PAY** screen displays with all fields populated with the individual's information.
6. Enter updated data into the ***SPECIAL PAY** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200012*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.74 Source Commission/Warrant (SRCW)

To correct or supply the commissioned officer/warrant Officer Service Date:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **SRCW**.
3. Click **OK**. The ***MNEMONICS** field is populated with **SRCW**.
4. Enter the individual's data into the other fields.

5. Click **CONTINUE**. The **SOURCE COMMISSION WARRANT** screen displays fields populated with the individual's information.
6. Enter data into the ***SOURCE COMMISSION WARRANT** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200013*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.75 Social Security Number, Service Member (SSN)

To correct an erroneous entry of an individual's Social Security Number:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **SSN**.
3. Click **OK**. The ***MNEMONICS** field is populated with **SSN**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **SOCIAL SECURITY NUMBER** screen displays fields populated with the individual's information.
6. Enter the correct Social Security Number in the **SOCIAL SECURITY NUMBER, SERVICE MEMBER** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200014*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.76 Specialty Skill Identifier (SSI)

To correct a previous entry of a SSI:

NOTE:

This applies only to commissioned officers.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **SSI**.
3. Click **OK**. The ***MNEMONICS** field is populated with **SSI**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **SPECIALTY SKILL IDENTIFIER** screen displays fields populated with the officer's information.

6. Change the field(s) in the Specialty Skill Identifier section of the screen.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200015*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.77 Survivor Benefit Plan (SBP) Election

To report an individual's Survivor Benefit Plan or to correct an erroneous entry, after 20 years of certified service:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **SBP**.
3. Click **OK**. The ***MNEMONICS** field is populated with **SBP**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **SURVIVOR BENEFIT PLAN ELECTION** screen displays fields populated with the individual's information.
6. Enter data into the Survivor Benefits fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200016*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.78 Tax Information Individual (TAX)

To report or correct an individual's Internal Revenue Service (IRS) Form W4:

NOTE:

If you are changing information in only one or two of the fields on this transaction, leave the fields blank where there are no changes.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **TAX**.
3. Click **OK**. The ***MNEMONICS** field is populated with **TAX**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **TAX INFORMATION INDIVIDUAL** screen displays fields populated with the individual's information.
6. Enter information into the Tax fields.

7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200016*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.79 Term of Enlistment – Reserve (TOER)

To correct a previous TOER entry:

NOTE:

The procedure applies only to enlisted personnel.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **TOER**.
3. Click **OK**. The ***MNEMONICS** field is populated with **TOER**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **TERM OF ENLISTMENT RESERVE** screen displays with all fields populated with the individual's information.
6. Enter Term data into the fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200017*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.80 Transfer to Inactive National Guard (TING)

To transfer an individual to the ING:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **TING**.
3. Click **OK**. The ***MNEMONICS** field is populated with **TING**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **TRANSFER TO INACTIVE NATIONAL GUARD** screen displays fields populated with the individual's information.
6. Enter the transfer information.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200018*).

8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.81 Transfer within State (TRF)

To report the transfer of an individual to another unit within the state or to correct a UPC. This transaction is generated for a reorganized unit (OIUL):

NOTE 1:

For members in the bonus program, a transfer to a non-bonus unit within 50 miles requires an **ERBR** transaction with code **J** in CURRENT INCENTIVE/TERMINATION STATUS. The date must be part of the input.

NOTE 2:

When transferring an individual from a unit where he/she is in a position number excess to a new unit where he/she will not be excess, four **Y** letters must be input in the **POSITION NUMBER EXCESS INDIVIDUAL** field on the transaction.

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **TRF**.
3. Click **OK**. The ***MNEMONICS** field is populated with **TRF**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **TRANSFER WITHIN STATE** screen displays fields populated with the individual's information.
6. Enter the information in the fields.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200019*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.82 Twenty Year Certificate Status (TYCS)

To report certification of 20 years of service creditable for retirement:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **TYCS**.
3. Click **OK**. The ***MNEMONICS** field is populated with **TYCS**.
4. Enter the individual's data into the other fields.

5. Click **CONTINUE**. The **TWENTY YEAR CERTIFICATE STATUS** screen displays fields populated with the individual's information.
6. Enter the status information into the ***TWENTY YEAR CERTIFICATE STATUS** field.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200020*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.83 Army Physical Fitness Test (APFT)

To record the results of an individual's current and previous Army Physical Fitness Test results, scores and date administered, pending implementation of Army Physical Fitness Testing in the ARNG:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **APFT**.
3. Click **OK**. The ***MNEMONICS** field is populated with **APFT**.
4. Enter the individual's data into the other fields.
5. Click **CONTINUE**. The **ARMY PHYSICAL FITNESS TEST** screen displays fields populated with the individual's information.
6. In the ***APFT SCORE** field, enter the new score.
7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200021*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message (for example, *FRM-40400 Transaction complete: 1 records applied and saved*). The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.4.84 Uniformed Thrift Savings Plan (UTSP)

To elect or change an individual's election in the Uniformed Thrift Savings Plan:

1. From the **SIDPERS Main** screen, click the **Personnel Action** menu. The **TRANS MNEMONIC MENU** screen displays.
2. Click the ***MNEMONIC** field drop-down button and select **UTSP**.
3. Click **OK**. The ***MNEMONICS** field is populated with **UTSP**.
4. Enter an individual's data into the other fields.
5. Click **CONTINUE**. The **Uniformed Thrift Savings Plan** screen displays fields populated with an individual's information.
6. Enter percentage information into the fields.

7. Click **SAVE and EXIT**. A **Forms** message box displays a message (for example, *CONTROL NUMBER 8A200022*).
8. Click **OK** to close the message box. Another **Forms** message box displays a confirmation message, such as *FRM-40400 Transaction complete: 1 records applied and saved*. The data is updated in the SIDPERS database.
9. Click **OK** to close the message box. You are returned to the **TRANS MNEMONIC MENU** screen.

3.5 Queries

A predefined query is available at the SIDPERS Interface Branch (SIB). This query allows retrieval of a service member's record using his or her SSN or by NAME. A **Looker** screen (query by SSN) is also available to view the soldier record in data format with space numbering.

- Query by SSN – Query the personnel data for a record using a service member's SSN.
- Query by Name – Query the personnel data for a record using a service member's name.

3.5.1 Query by SSN Procedure

To query personnel data for a record using a service member's SSN:

1. From the **SIDPERS Main** screen, click the **Queries** menu and select **Query Form**. The **NAME QUERY** screen displays. The **QUERY BY SSN** radio button is the default selection.
2. In the **Enter SSN-SM** field, enter the service member's nine-digit SSN.
3. Press the **Enter** key. All of the fields are populated.

If you entered an enlisted person's SSN, **Pages 1 through 9** display. If you entered a warrant officer's SSN, screen **Pages 1 through 7 and 10** display. If you entered an officer's SSN, SIDPERS displays **Query Screens 1 through 7 and Query Screen 11**.

4. Click the appropriate tabs to view the various data elements.
5. Press the **Clear Form** button to clear the screen.

NOTE:

It is important to clear the form prior to proceeding to the next query. This ensures that data is correctly retrieved.

3.5.2 Query by Name Procedure

To query personnel data for a record using a service member's name:

1. From the **SIDPERS Main** screen, click the **Queries** menu and select **Query Form**. The **QUERY** screen displays.
2. Select the **QUERY BY NAME** radio button.
3. Click the **Enter LAST NAME (FIRST FIVE)** field drop-down and select one of the names.
4. Press Enter. All of the fields are populated.

3.5.3 Looker

A **Looker** screen (query by SSN) is also available to view a individual's record in data format with space numbering.

3.5.4 Recruit Force Pool Procedure

To view/modify personnel data record related to RFP using a service member's SSN:

1. From the **SIDPERS Main** screen, click the **Queries** menu and select **Recruit Force Pool**. The **Recruit Force Pool** screen displays.
2. In the **SSN** field, enter the service member's nine-digit SSN.
3. Click **QUERY FORM** button. All appropriate fields are populated.

If entered person is a RFP soldier, all fields are displayed and available for editing. If entered person is not a RFP soldier, only the **DATE IADT** field is available for editing.

4. Press the **Clear Form** button to clear the screen.
5. Press **SAVE** button to save the data.

3.6 Organizational Processing

The Organizational Processing function allows you to process the following transactions in order to perform on line maintenance of organizational data:

- ASTE Transaction
- Authorized Massive Strength (Mass ASTE) Transition
- OIUG Transaction
- OIUL Transaction
- Organizational Intact Unit Return (OIUR) Transaction. This function is not currently available.
- Load MTOE/TDA

To select this processing area from the **SIDPERS Main** screen, select the **Organizational Processing** menu (Figure 3-51).

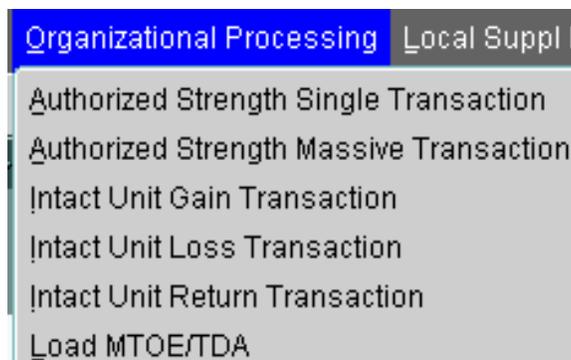


Figure 3-51. Organizational Processing Menu

To initiate these actions select the appropriate menu items. You also have the option to exit any process (screen) and return to a previous menu without saving the changes to the SIDPERS database.

Processing of the OIUL transaction includes initiating a large number of transactions to perform its function. Interface records are generated for transmittal to the HOL interface.

3.6.1 ASTE Transaction Procedure

Perform the ASTE transaction procedure on an existing unit in the SIDPERS database:

If a unit does not exist, you must add the new unit as described in the *OIUG Transaction Procedure* (subsection 3.6.3).

1. On the **SIDPERS Main** screen, click the **Organizational Processing** menu and **Authorized Strength Single Transaction**. The **AUTHORIZED STRENGTH SINGLE CHANGE** screen displays. The **Mnemonic** field is populated with ASTE.
2. Click the drop-down arrow on the ***Transaction UPC** field. The **UPC Codes** screen displays.
3. Select the UPC.
4. Click **OK**. The Originator Code for the UPC is populated in the **Orig Code** field.
5. Enter a document number in the **Document Number** field.
6. Click the Execute Query  icon. The unit's authorized strength data is populated on the form. A record count displays in the lower-left corner of the screen (Figure 3-52).

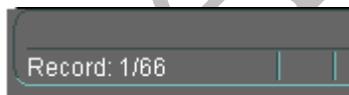


Figure 3-52. Record Count

Perform one of the procedures in the following subsections, depending upon the action to be performed (for example, Add, Edit, or Delete records).

3.6.1.1 Adding a New Record

To add a new record:

NOTE:

You can enter the entire information in a blank row in this procedure or you can duplicate an existing row and edit the information (subsection 3.6.1.2).

1. Perform the ASTE Transaction Procedure (subsection 3.6.1).
2. Select the location in the form (highlight the row) where you want to add a new record.
3. Click Insert Record icon . A blank row is inserted after the row you selected. You can now add the new record data.
4. Click the **Save** icon  to save the changes to the SIDPERS database.

3.6.1.2 Adding a New Record using the Duplicate Function

To use the Duplicate function to add a new record by duplicating an existing record, you only have to edit the fields that require changes.

1. Perform the ASTE Transaction Procedure (subsection 3.6.1).
2. Select the location in the form (highlight the row) for the record you want to copy.
3. Click Insert Record icon . A blank row appears below the record you want to copy.
4. Click the **Record** menu and select **Duplicate** (Figure 3-53). The above record information is placed into the new blank record you just added. At a minimum, you must change the **Auth Para** or **Auth Line** so that the new record is not a duplicate record.



Figure 3-53. Duplicate Record Selection

5. Click the **Save** icon  to save the changes to the SIDPERS database.

3.6.1.3 Editing a Record

1. Perform the ASTE Transaction Procedure (subsection 3.6.1)
2. Click (highlight) the record you want to edit.
3. Edit a field in the selected record. If you want to edit other fields, press the **Tab** key to move to those fields.
4. To change a column of fields at one time, use the Copying a Value procedure (3.6.1.4)
5. When you have finished editing the record, click the **Save** icon  to save the changes to the SIDPERS database. To exit the transaction screen without saving your changes, click the Exit icon . A **Forms** message screen displays *Do you want to save the changes you have made?* Click **No**.

3.6.1.4 Copying a Value

1. Perform the ASTE Transaction Procedure (subsection 3.6.1).
2. Enter in the new value into the **New Value** field of the column you want to change. If the new value is a date, use the format DD-MON-YYYY.
3. In the **From Record #** field, enter the number of the first record you want to change.
4. In the **To Record #** field, enter the number of the last record you want to change.
5. Click the column you want to change.

6. Click **Copy Value** to execute the copy function.
7. Click the **Save** icon  to save the changes to the SIDPERS database.

3.6.1.5 Removing a Record

To remove (delete) a record:

1. Perform the ASTE Transaction Procedure (subsection 3.6.1).
2. To delete a record, click and highlight the record you want to delete and click the **Remove Record** icon .
3. Click the **Save** icon  to save the changes to the SIDPERS database.

3.6.1.6 Performing a Query

A query option is available for you to use after you have pulled in the authorized strength from a similar unit and you may want to delete all records with a specific POSC, grade, or any other criteria.

1. Perform the ASTE Transaction Procedure (subsection 3.6.1).
2. Click the Enter Query  icon.
3. Enter data into one of the fields to select a specific record or group of records. Enter the selection criteria (for examples, Auth Para, Auth Line, Grade, POSC, Branch, etc.).

You can use the Oracle wild-card character % to further restrict the selection process. For example, you could display only records with a MOS of 42A if you type 42A% in the POSC field. You could retrieve all enlisted positions by entering an E in the first position of Grade and then the % for the second position E%.

If you leave all the query-related fields blank, all records display when you execute the query.

4. Click the Execute Query  icon. The selected records display. A message displays in the lower-left corner of the **AUTHORIZED STRENGTH SINGLE CHANGE** screen showing the number of records found (Figure 3-54).



Figure 3-54. Query Message

3.6.2 Authorized Massive Strength Transaction Procedure

This procedure allows you to copy an existing unit's authorized strength structure for a given UPC to be used for a new unit's authorized strength. To perform an Authorized Strength Massive transaction:

1. From the **SIDPERS Main** screen, click the **Organizational Processing** menu, and select **Authorized Strength Massive Transaction**. The **MASSASTE** screen displays.
2. In the **New UPC** field, enter the UPC for the unit you just added.

3. In the **Original UPC** field, enter the UPC for the unit that you want to copy to its Modified Table of Organization and Equipment (MTOE) and Table of Distribution and Allowance (TDA) structure from/to your new unit.
4. Click **Copy From**.
5. Add, delete, and edit records. The UPC field cannot be edited.
6. Click the **Save** icon  to save the changes to the SIDPERS database.

3.6.2.1 Releasing Records

After you have added, deleted, and/or edited the authorized strength records and saved them, you have to release them so they are written to the PERS_AUTH_STR_TBL for the new UPC.

1. Click **RELEASE** to perform the above action. Once the record(s) are released into the PERS_AUTH_STR_TBL, you have to use the ASTE to edit them. Releasing the transactions, releases any and all records that are in the PERS_WORK_AUTH_STR_TBL not only the ones pulled up on the screen.
2. Click the **Save** icon  to save the records prior to releasing them, if they have not been saved yet. If the records have been saved, you receive a message stating that there are no records to save. After you *release* the records, you are returned to the **SIDPERS Main** screen.
3. Before you release, but after you save the records, you may exit the application and the records remain in the PERS_WORK_AUTH_STR_TBL.

3.6.2.2 Performing a Query

See subsection 3.6.1.6.

3.6.3 OIUG Transaction Procedure

Use this procedure when there is a gain of a new unit. When you enter the OIUG transaction, it generates a code *N* in the Organization Status Code (OESTS) on the Organization File if left blank for a unit gain.

However, if you use this transaction to correct or change information, you must enter the current OESTS as it exists in the database and the other data you want to correct or change. If you leave the OESTS field blank, it is automatically overwritten with an *N*.

1. On the **SIDPERS Main** screen, click the **Organizational Processing** menu and **Intact Unit Gain Transaction**. The **INTACT UNIT GAIN** screen displays.
2. In the **TRANSACTION UNIT PROCESSING CODE** field, enter the UPC (five-character alphanumeric) of the new unit to be added or updated to the SIDPERS database. The **INPUT STA NBR**, **AREAX**, and **OESTS** fields are populated.
3. Enter the document number in the **DOCUMENT NUMBER** field.
4. Enter the date of transaction in the **TRANSACTION DATE** field. You cannot enter a future date.
5. Enter your originator code.

6. Enter the unit's name in the **UNIT NAME** field found in the organizational authority document. The **INPUT-STA-NBR** field is automatically populated with the three-digit Joint Services System-Component (JSS-RC) station number for your state.
7. In the **STREET ADDR** field, enter the street address of the unit.
8. In the **ADDR CITY** field, enter the city name of the unit.
9. In the **ZIP CODE** field, enter the ZIP Code of the unit.
10. In the **EDATE IMPL** field, enter the date when the unit implemented its last reorganization.
11. In the **EDATE OESTS** field, enter the effective date of OESTS.
12. In the **OAUTH** (Officer Authorized Strength) field, enter the number of officers that are authorized for the unit.
13. In the **WOAUTH** (Warrant Officer Authorized Strength) field, enter the number of warrant officers that are authorized for the unit.
14. In the **EAUTH** (Enlisted Authorized Strength) field, enter the number of enlisted personnel that are authorized for the unit.
15. In the Officer Required Strength (**OREQD**) field, enter the number of officers required for the unit.
16. In the Warrant Officer Required Strength (**WOREQD**) field, enter the number of warrant officers required for the unit.
17. In the Enlisted Required Strength (**EREQD**) field, enter the number of enlisted personnel required for the unit.
18. In the **PR NBR** (payroll number) field, enter the number of the unit.
19. In the **RPT SEQ CODE** field, enter the code for the unit.
20. If you want to change the data in the **OESTS** field, click the drop-down and select another option.
21. In the Program Element Code (**PECOD**) field, enter the code. This field may be left blank.
22. In the Troop Program Sequence Number (**TRSN**) field, enter the code.
23. Click **SAVE and EXIT**. A **Forms** message box displays a control number (for example, *CONTROL NUMBER: 8CE00002*).
24. Click **OK** to close the message box. Another message box displays *FRM-40400: Transaction complete: 1 records applied and saved*. The new information is stored in the SIDPERS database. You are returned to the **SIDPERS Main** screen.

3.6.4 OIUL Transaction Procedure

When a unit is reorganized, deactivated, or mobilized, perform this procedure:

1. On the **SIDPERS Main** screen, click the **Organizational Processing** menu and **Intact Unit Loss Transaction**. The **INTACT UNIT LOSS** screen displays.
2. Click the **TRANSACTION UNIT PROCESSING CODE** field pull-down. The **UPC** dialog box displays.
3. Select the UPC (five-character alphanumeric) of the new unit to be added to the SIDPERS database.

4. Click **OK**.
5. Enter the document number in the **DOCUMENT NUMBER** field.
6. Enter today's date in the **TRANSACTION DATE** field. (You cannot enter a future date.)
7. In the **ORIGINATOR** field, enter your originator code or an existing originator code.
8. In the **ORGANIZATION STATUS CODE** field, enter the code for the current status of the organization from the source document.

A code is required in the **ORGANIZATION STATUS CODE** field and only codes I, G, M, and X are valid. Code I places a unit in an inactive status on the Strength Organization File (SOF). Use it only after all individuals have been removed from the organization. Codes G and M generate an EADT transaction for each member of the mobilized unit. Code X generates a TRF transaction for each member of the reorganized unit.

9. If you selected Organization Status Codes I, G, and X, then enter new data into the **EFFECTIVE DATE OF OESTS** and **CURRENT UNIT PROCESSING CODE** fields.
10. If you selected the Organization Status Code of M, then enter new data into all fields of the transaction area. Data is optional for the **LOCAL DATA PERSONNEL** field.
11. Click **SAVE and EXIT**. The information is stored in the SIDPERS database.

3.6.5 OIUR Transaction Procedure

This transaction demobilizes a unit. Before you can use this transaction, you must complete a DPOS transaction for individuals who are not returning with their units.

Function is not currently available. Procedure steps to be supplied at a later date.

3.6.6 Load MTOE/TDA Procedure

The following instructions will guide you through the process of loading a MTOE or TDA from FMSWeb (Formerly known as WebTAADS) into SIDPER 10G.

The data will be imported into **PERS_WORK_AUTH_STR_TBL** where it will be RELEASED into **PERS_AUTH_STR_TBL** in SIDPERS. This will create the **ASTE** transactions that will be sent to NGB to update TAPDB-G.

3.6.6.1 Requirements for using the MTOE Loader

Here are the requirements for using the MTOE Loader:

- The naming convention of MTOE/TDA files being loaded into HP: - word "**MTOE**" or "**TDA**" present in file name in **CAPS** with the .csv extension (coma delimited text files).
- Name/label of new organizational menu item: - "**Load MTOE/TDA**" on 10G menu.
- The format for the EDATE must be **DDMMYYYY** (01SEP2009).
- The new subdirectory is called **mtoe_tda_save** and is created in **sidpers/sysadm/reports/** (no tda_save). The files are moved there and no date/time stamp is appended.

- The files have to be SFTP'd in American Standard Code for Information Interchange (ASCII) mode to avoid creation of ^M characters.
- The permission on files must be set to **775**.
- Multiple files are allowed to be processed at a time, **but this is not recommended**.

3.6.6.2 Run the Load MTOE/TDA Procedure

1. SFTP the file to be processed and place it in the `/sidpers/sysadm/reports` directory.
2. From the **SIDPERS Main** screen, click the **Organizational Processing** menu, then **Load MTOE/TDA**.

A *Forms* message box displays *Load MTOE/TDA PROCESS COMPLETED*.

3. Move the file to the `/sidpers/sysadm/reports/mtoe_tda_save` directory after successful processing.

The error file will be generated in `sidpers/sysadm/reports` directory called **mtoe.err** (Used for both MTOE and TDA errors, no tda.err file. A zero (0) byte file is created if there are no errors.)

3.7 Local Supplemental Database (LSDB) Function

LSDB is a management information database table designed to support unique local data processing. LSDB allows you to maintain data elements that were not part of the original SIDPERS baseline. Reports may be prepared for management or other authorized personnel as required by using SQL Statements.

You may perform online maintenance of a LSDB personnel record for one or all categories in the same session. The LSDB records correspond to the records in the SIDPERS database records.

To access the LSDB Reports from the **SIDPERS Main** screen, click the **Local Suppl DB** menu (Figure 3-55). To select a report, highlight one of the reports and press the **Enter** key. The reports function retrieves information from the SIDPERS database and produces reports.

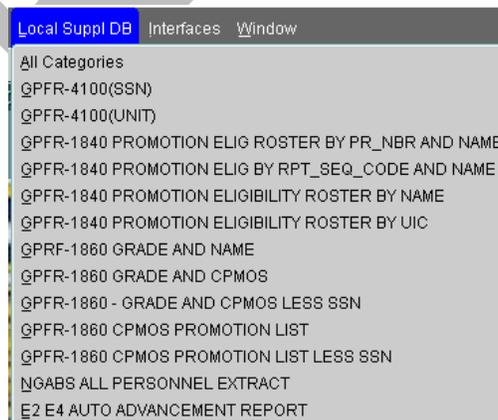


Figure 3-55. Local Suppl DB Menu

3.7.1 All Categories Procedures

To work in one of the categories of the LSDB, select All Categories from the LSDB drop down menu. Then, left click your mouse on the tab that you need to access. To move from one

category to another, click the tab (page) of the category you want to access, or tab through all the fields for the category and it jumps to the next category page.

The following categories comprise the LSDB. Access each LSDB category by selecting one of the tabs on the **LOCAL SUPPLEMENTAL DATABASE – Categories** screen. Table 3-1 lists the screen tab names and the descriptions of their functions.

Table 3-1. Tab Names and Descriptions

Tab Name	Description
Language Proficiency	The Language Proficiency category allows online maintenance of Language data fields. Enter up to three different languages for each personnel record.
Miscellaneous	The Miscellaneous category allows online maintenance of miscellaneous data fields such as work phone number and Basic Entry Service Date (BESD).
Enlisted Promotion – Board	This Enlisted Promotion System category allows online maintenance of data produced from or used by Enlistment Boards to be entered into SIDEPRS fields used for selecting, training, promoting, and assigning the best qualified individual for the correct position.
Enlisted Promotion – Non Board	This Enlisted Promotion System category allows online maintenance of data for a soldiers' performance to be entered into SIDPERS fields used for selecting, training, promoting, and assigning the best qualified individual for the correct position.
Suspension of Favorable Personnel Actions	The Suspension of Favorable Personnel Actions (SFPA) category allows online maintenance of data fields for the flagging or unflagging of an individual's record to indicate personnel actions. Enter up to five flags per individual.
Personnel Awards	The Personnel Awards category allows online maintenance of data fields for federal and state awards. Enter up to 40 awards for an individual. Of the 40 possible awards, 24 are for federal and 16 are for state.

To enter or update an individual's data in one of the categories of the LSDB, perform this procedure. To move from one category to another, click the tab (page) of the category desired.

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu and select **All Categories**. The **LOCAL SUPPLEMENTAL DATABASE – Categories** screen displays (Figure 3-56).

Action Admin Functions Reports Personnel Action Queries Organizational Processing Local Suppl DB Interfaces Window

ORACLE

GPRF-4100 - ENLISTED PROMOTION POINTS WORKSHEET

GPFR OUTPUT PRODUCT PARAMETER SCREEN

GPFR-4100 - ENLISTED PROMOTION POINT WORKSHEET (NGB FORM 4100-1-R-E)

ENTER UP TO 15 SSN'S:

SSN:

DATE FOR CALCULATION/VERIFICATION (YYYYMMDD)

(Basis for calculating TIG, TIS and Wpns Qual/APFT Date Verification)

PROCESS REPORT

Figure 3-57. GPRF-4100 – ENLISTED PROMOTION POINT WORKSHEET Screen

2. In the **SSN** fields, enter the service member SSNs (up to 15).
3. Enter the date (YYYYMMDD) you want in the **DATE FOR CALCULATING VERIFICATION (YYYYMMDD)** field. The cursor automatically moves to the **PROCESS REPORT** button to generate the report.
4. Click **PROCESS REPORT** to generate the report. A message screen displays *4100 Successfully run.*
5. Click **OK**. The message screen closes and you are returned to the **SIDPERS Main** screen.
6. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-59.

ENLISTED PROMOTION POINT WORKSHEET			
(For use of this form, see NGR 600-200. The proponent agency is NGB-ARZ-HRP-E)			
SECTION I - PERSONNEL SYSTEM DATA			
Name: RED ROOF INN	SSN: XXX-XX-1275	PMOS: 09B10	ETS: 100331
Unit: TEST UNIT TWO	NCOES: 0- NONE	SMOS:	DOR: 090401
Rank: PV2	PULHES: 111111	AMOS:	PEBD: 090401
Active status program: Y	Techn/SS Code: N	CPMOS:	BESD: 090401
SECTION II - AWARDS			
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
SECTION III - TRAINING AND EDUCATION DATA			
Weapons qualification date/badge. [/]	APFT date/result/score..... [/ /]	[/ /]	
Other resident training weeks.....[]	Self-development course completions/hrs. [/]	[/]	
Civilian Education Level/Post secondary semester hours.....[]	[]		
SECTION IV - VERIFICATION			
I do [] I do not [] want to be considered for military education and promotion			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
I have verified this information:		_____ Soldier's signature and date	

Figure 3-58. GPRF-4100 BY SSN

3.7.3 GPFR_4100 (UNIT) Report Procedure

This procedure allows you to generate a report for soldiers in a specified pay grade who are considered for a promotion to the next higher grade.

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu, select **GPFR_4100 (UNIT)**. The GPFR-4100 – **ENLISTED PROMOTION POINT WORKSHEET** screen displays (Figure 3-60).

Figure 3-60. GPRF-4100 – ENLISTED PROMOTION POINT WORKSHEET (PAGE 1) Screen

2. In the *pay grade* field, enter the pay grade to be considered for the next higher grade.
3. Enter the DOE_RES, PEBD, and BESD dates as YYYYMMDD.
4. Enter the date of calculation.
5. Enter the date printed.
6. Enter 1 to 20 Unit Processing Codes (UPC) or blank to process all UPCs in the State.
7. If the soldier accepts the promotion, click the **ENTER STATE DECLINATION DATA (Y/N)** drop down and select N. The **RUN REPORT** button displays.
8. Click **RUN REPORT**. A message box displays *4100 Successfully run*. Go to Step 12.
9. If the soldier declines the promotion, click the **ENTER STATE DECLINATION DATA (Y/N)** drop down and select Y. The screen's **PAGE 2** displays (Figure 3-61).

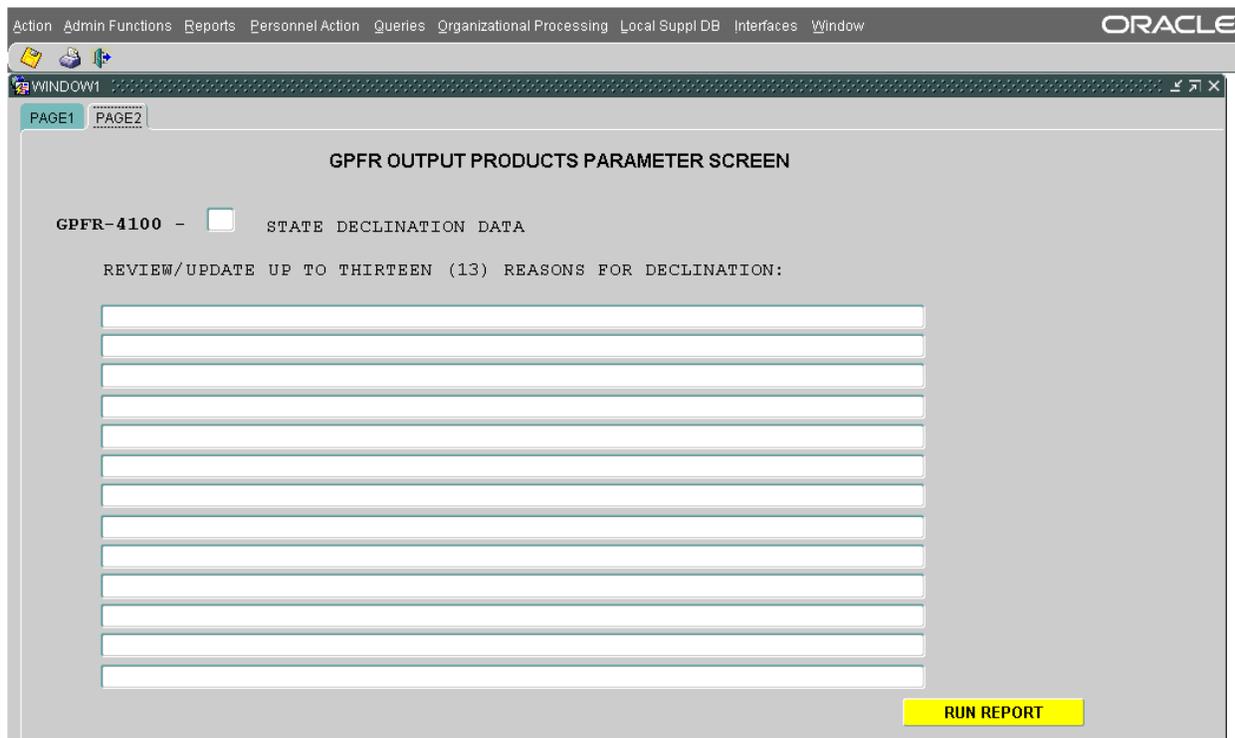


Figure 3-61. GPRF-4100 – ENLISTED PROMOTION POINT WORKSHEET (PAGE 2) Screen

10. Enter from 1 to 13 reasons that a soldier declined promotion.
11. Click **RUN REPORT**. A message box displays *4100 Successfully run*.
12. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-62.

```

ENLISTED PROMOTION POINT WORKSHEET
(For use of this form, see NGR 600-200. The proponent agency is NGB-ARZ-HRP-E)

SECTION I - PERSONNEL SYSTEM DATA
Name: RED ROOF INN          SSN: XXX-XX-1275          PMOS: 09B10          ETS: 100331
Unit: TEST UNIT TWO        NCOES: 0- NONE          SMOS:                DOR: 090401
Rank: PV2                  PULHES: 111111         AMOS:                PEBD: 090401
Active status program: Y    Techn/SS Code: N        CPMOS:               BESD: 090401

SECTION II - AWARDS
[ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ]

SECTION III - TRAINING AND EDUCATION DATA
Weapons qualification date/badge.[ / ]  APFT date/result/score..... [ / / 0]
Other resident training weeks.....[ 0]  Self-development course completions/hrs. [ 0/ 0]
Civilian Education Level/Post secondary semester hours.....[ 0]

SECTION IV - VERIFICATION
I do [ ] I do not [ ] want to be considered for military education and promotion
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.

I have verified this information: _____ Soldier's signature and date

```

Figure 3-62. GPFR-4100 BY UNIT

3.7.4 GPFR-1840 PROMOTION ELIG ROSTER PR_NBR AND NAME Report Procedure

The screens used for the different GPFR-1840 reports are similar. The screen is shown only for this first procedure. While you are performing the other GPFR-1840 procedures, you can refer to this screen.

To generate a GPFR-1840 PROMOTION ELIG ROSTER PR_NUM AND NAME report:

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu, select **GPFR-1840 PROMOTION ELIG BY RPT_SEQ_CODE AND NAME**. The **GPFR-1840 PROMOTION ELIGIBILITY ROSTER PR_NBR AND NAME** screen displays (Figure 3-63).

GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY PR_NBR AND NAME

DATE OF REPORT (YYYYMMDD):

DATE FOR SUSPENSE (YYYYMMDD):

DATE FOR BOARD (YYYYMMDD):

Print PER for soldiers in pay grade who are being considered for promotion to the next higher grade.

Select only soldiers who meet the following eligibility criteria:

DOR-RES: (TIG requirement) PEBD: (TIS requirement) BESD: (CES requirement)

ENTER UP TO 20 UNIT PROCESSING CODES (UPCs), ELSE LEAVE BLANK FOR ALL UPCs:

<input type="text"/>									
<input type="text"/>									

PROCESS REPORT

Figure 3-63. GPFR-1840 PROMOTION ELIGIBILITY ROSTER PR_NBR AND NAME Screen

2. Enter the report, suspense, and board dates as YYYYMMDD.
3. In the *pay grade* field, enter the pay grade to be considered for the next higher grade.
4. Enter the **DOE_RES**, **PEBD**, and **BESD** dates as YYYYMMDD.
5. Enter from 1 to 20 UPCs in the fields or leave the fields blank to get all UPCs.
6. Click **PROCESS REPORT** to generate the report. A **Forms** message box displays 1840 *Successfully run*.
7. Go to the location where your reports are located. A typical report is shown in Figure 3-64.

FOR OFFICIAL USE ONLY _ PRIVACY ACT DATA

GPFR_1840	PROMOTION ELIGIBILITY ROSTER BY PAYROLL NUMBER AND NAME	Page: 001
UIC: USAJAA		DATE OF REPORT: 10/02/13
PR_NBR 111		SUSPENSE DATE: 10/05/13
UNIT: MOARNG ELE JFHQ (-DET 1)		DATE OF BOARD: 10/05/13
E4's BEING CONSIDERED FOR NEXT HIGHER GRADE		
100513: TIME IN GRADE (TIG) REQUIREMENT BASED ON DOR		
100513: TIME IN SERVICE (TIS) REQUIREMENT BASED ON PEBD		
100513: CUMULATIVE ENLISTED SERVICE (CES) REQUIREMENT BASED ON BESD		
NAME	SSN	ATCH FROM RANK PMOSD DMOSD CPMOS REMARKS
BAX MARTIN	XXX-XX-5918	SPC 92A1 92A1 92A -----
BELL LEE	XXX-XX-6108	SPC 92A1 42A1 92A -----
BLAIR PAUL MARTIN	XXX-XX-7088	SPC 21E1 00F1 21E -----

Figure 3-64. GPFR-1840 Promotion Elig Roster PR_NBR and Name Report

3.7.5 GPFR-1840 PROMOTION ELIG ROSTER RPT_SEQ_CODE AND NAME Report Procedure

To generate a GPFR-1840 PROMOTION ELIG ROSTER RPT_SEQ_CODE AND NAME report:

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu, select **GPFR-1840 PROMOTION ELIG ROSTER PR_NUM AND NAME**. The **GPFR-1840 PROMOTION ELIG ROSTER PR_NUM AND NAME** screen displays.
2. Enter report, suspense, and board dates as YYYYMMDD.
3. In the *pay grade* field, enter the pay grade to be considered for the next higher grade.
4. Enter the DOE_RES, PEBD, and BESD dates as YYYYMMDD.
5. Enter from 1 to 20 UPCs in the fields or leave the fields blank to get all UPCs.
6. Click **PROCESS REPORT** to generate the report. A **Forms** message box displays 1840 *Successfully run*.
7. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-65.

FOR OFFICIAL USE ONLY _ PRIVACY ACT DATA									
GPFR_1840		PROMOTION ELIGIBILITY ROSTER				Page: 001			
		BY REPORT SEQUENCE CODE AND NAME							
UIC:	W8AJAA					DATE OF REPORT: 07/10/31			
PR_NBR	111								
UNIT:	MOARNG ELE JFHQ (-DET 1)					SUSPENSE DATE: 07/10/31			
E4's BEING CONSIDERED FOR NEXT HIGHER GRADE						DATE OF BOARD: 07/10/31			
070131: TIME IN GRADE (TIG) REQUIREMENT BASED ON DOR									
071031: TIME IN SERVICE (TIS) REQUIREMENT BASED ON PEBD									
071031: CUMULATIVE ENLISTED SERVICE (CES) REQUIREMENT BASED ON BESD									
NAME		SSN	ATCH	FROM	RANK	PMOSD	DHOSD	CPMOS	REMARKS
BAX MARTIN		XXX-XX-5916			SPC	92A1	92A1	92A	-----
BELL LEE		XXX-XX-6108			SPC	92A1	42A1	92A	-----
BLAIR PAUL MARTIN		XXX-XX-6086			SPC	21E1	00F1	21E	-----

Figure 3-65. GPFR-1840 Promotion Elig Roster RPT_SEQ_CODE and Name Report

3.7.6 GPFR-1840 PROMOTION ELIG ROSTER BY NAME Report Procedure

To generate a GPFR-1840 PROMOTION ELIG ROSTER RPT_SEQ_CODE AND NAME report:

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu, select **GPFR-1840 PROMOTION ELIG ROSTER BY NAME**. The **GPFR-1840 PROMOTION ELIG ROSTER BY NAME** screen displays.
2. Enter the report, suspense, and board dates as YYYYMMDD.
3. In the *pay grade* field, enter the pay grade to be considered for the next higher grade.
4. Enter the **DOE_RES**, **PEBD**, and **BESD** dates as YYYYMMDD.
5. Enter from 1 to 20 UPCs in the fields or leave the fields blank to get all UPCs.
6. Click **PROCESS REPORT** to generate the report. A **Forms** message box displays *1840 Successfully run*.
7. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-66.

FOR OFFICIAL USE ONLY _ PRIVACY ACT DATA							
GPFR_1840		PROMOTION ELIGIBILITY ROSTER				Page: 001	
		BY NAME					
UIC:	WP8CAA					DATE OF REPORT: 08/02/02	
PR_NBR	374						
UNIT:	1438TH ENGR CO (-) (MRBC)					SUSPENSE DATE: 08/02/02	
E3's BEING CONSIDERED FOR NEXT HIGHER GRADE						DATE OF BOARD: 08/02/02	
080202: TIME IN GRADE (TIG) REQUIREMENT BASED ON DOR							
080202: TIME IN SERVICE (TIS) REQUIREMENT BASED ON PEBD							
080202: CUNULATIVE ENLISTED SERVICE (CES) REQUIREMENT BASED ON BESD							
ATCH							
NAME	SSN	FROM	RANK	PMOSD	DMOSD	CPMOS	REMARKS
ALLEY WALTER MICHAEL	XXX-XX-7232		PFC	21C1	21C1	21C	-----
BRISCOE DAVID	XXX-XX-7177		PFC	91W1	91W1	91W	-----
EUSTACE JAMES WALTER	XXX-XX-7387		PFC	21C1	21C1	21C	-----
GOEBEL WALTER JOHN	XXX-XX-7837		PFC	21C1	21C1	21C	-----

Figure 3-66. GPFR-1840 PROMOTION ELIG ROSTER BY NAME Screen

3.7.7 GPFR-1840 PROMOTION ELIG ROSTER BY UIC AND NAME Report Procedure

To generate a GPFR-1840 PROMOTION ELIG ROSTER RPT_SEQ_CODE AND NAME report:

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu, select **GPFR-1840 PROMOTION ELIG ROSTER BY UIC**. The **GPFR-1840 PROMOTION ELIG ROSTER BY UIC AND NAME** screen displays.
2. Enter the report, suspense, and board dates as **YYYYMMDD**.
3. In the *pay grade* field, enter the pay grade to be considered for the next higher grade.
4. Enter the **DOE_RES**, **PEBD**, and **BESD** dates as **YYYYMMDD**.
5. Enter from 1 to 20 UPCs in the fields or leave the fields blank to get all UPCs.
6. Click **PROCESS REPORT** to generate the report. A **Forms** message box displays *1840 Successfully run*.
7. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-67.

FOR OFFICIAL USE ONLY _ PRIVACY ACT DATA							
GPFR_1840	PROMOTION ELIGIBILITY ROSTER BY UIC AND NAME				Page: 001		
UIC: W777AD				DATE OF REPORT: 10/05/13			
PR_NBR 132				SUSPENSE DATE: 10/05/13			
UNIT: CO A HOARNG R&R BN (RSP)				DATE OF BOARD: 10/05/13			
E3's BEING CONSIDERED FOR NEXT HIGHER GRADE							
100513: TIME IN GRADE (TIG) REQUIREMENT BASED ON DOR							
100513: TIME IN SERVICE (TIS) REQUIREMENT BASED ON PEBD							
100513: CUMULATIVE ENLISTED SERVICE (CES) REQUIREMENT BASED ON BESD							
NAME	SSN	ATCH FROM	RANK	PMOSD	DMSD	CPMOS	REMARKS
ANDERSON MATEU	XXX-XX-2022	421	PFC	O9B1	42A1		-----
CALDERON LEE JOHN	XXX-XX-2802	615	PFC	O9B1	63B1		-----

Figure 3-67. GPFR-1840 PROMOTION ELIG ROSTER BY NAME Report

3.7.8 GPFR-1860 GRADE AND NAME Report Procedure

The screens used for the different GPFR-1860 reports are similar. The screen is shown only for this first procedure. While you are performing the other GPFR-1840 procedures, you can refer to this screen.

To generate a GPFR-1860 GRADE AND NAME report:

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu, select **GPFR-1860 GRADE AND NAME**. The **GPFR-1860 – PROMOTION LIST – BY GRADE AND NAME** screen displays (Figure 3-68).

GPFR OUTPUT PRODUCTS PARAMETER SCREEN

GPFR-1860 - PROMOTION LIST - BY GRADE AND NAME

Print Promotion List for soldiers in pay grade who are being considered for promotion to the next higher grade. Select only soldiers who meet the following eligibility criteria:

DOR-RES: (TIG requirement) **PEBD:** (TIS requirement) **BESD:** (CES requirement)

Print only soldiers with a Promotion Consideration Code Y?

Perform calculations for promotion point categories (TIG, TIS, APFT and Weapons Qualification using the following date established as the effective date of calculation:

Date Printed:

PROCESS REPORT

Record: 1/1 <OSC>

Figure 3-68. GPFR-1860 – PROMOTION LIST – BY GRADE AND NAME Screen

2. In the *pay grade* field, enter the pay grade to be considered for the next higher grade.
3. Enter the **DOE_RES**, **PEBD**, and **BESD** dates (YYYYMMDD).

4. At *Print only soldiers with a Promotion Consideration Code Y?* enter *Y* or *N*. If you want to print soldiers with a Promotion Consideration Code of *Y*, then enter *Y*. If you want to print soldiers without a *Y*, then enter *N*.
5. Enter the effective date (YYYYMMDD) of the calculation for the report.
6. Click **PROCESS REPORT**.
7. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-69.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA										
GPFR-1860		PROMOTION LIST BY GRADE AND NAME					Page: 1			
						Effective Date used for Calculations: 2010/05/14 Date Printed: 20100514				
Grade Considered for Promotion to next higher Grade: E4										
Time in Service Requirement: 20100514										
Time in Grade Requirement: 20100514										
Cumulative Enlisted Service Requirement: 20100514										
UIC	PRN	ATCH	UPC	NAME	RANK	SSN	PMOS	CPMOS	ASP	PTS
WX2JAA	36A			LAWSON JOHN PETER	SPC	XXX-XX-9456	09B10	21B	Y	560
WPBUAA	26A			JACKSON PETER	SPC	XXX-XX-9066	09B10		Y	433
WX8DA1	65C			SMITH PETE JOHN	SPC	XXX-XX-9139	92W10	92W	Y	383

Figure 3-69. GPFR-1860 PROMOTION LIST BY GRADE AND NAME Report

3.7.9 GPFR-1860 GRADE AND CPMOS Report Procedure

To generate a GPFR-1860 GRADE AND CPMOS report:

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu; select **GPFR-1860 GRADE AND CPMOS**. The **GPFR-1860 – PROMOTION LIST – BY GRADE AND CPMOS** screen displays.
2. In the *pay grade* field, enter the pay grade to be considered for the next higher grade.
3. Enter the **DOE_RES**, **PEBD**, and **BESD** dates as YYYYMMDD.
4. At *Print only soldiers with a Promotion Consideration Code Y?* enter *Y* or *N*. If you want to print soldiers with a Promotion Consideration Code of *Y*, then enter *Y*. If you want to print soldiers without a *Y*, then enter *N*.
5. Enter the effective date (YYYYMMDD) of the calculation for the report.
6. Click **PROCESS REPORT**.
7. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-70.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

GPF1R-1860 Page: 1

PROMOTION LIST
BY GRADE AND CPMOS

Effective Date used for Calculations: 2010/05/14
Date Printed: 20100514

Grade Considered for Promotion to next higher Grade: E4
Time in Service Requirement: 20100514
Time in Grade Requirement: 20100514
Cumulative Enlisted Service Requirement: 20100514
CPMOS: 92A

UIC	PRN	ATCH	UPC	NAME	RANK	SSN	PMOS	CPMOS	ASP	PTS
WBAJAA	111			BUHR DOROTHY	SPC	XXX-XX-0632	92A10	92A	Y	228
WBAJAA	111			BAX CHRISPETER	CPL	XXX-XX-4133	92A10	92A	Y	227
WY3T91	213			NICHOLS PETER BAX	SPC	XXX-XX-2374	92A10	92A	Y	164
WX8DAO	65B			THOMPSON DAWN	SPC	XXX-XX-2992	92A10	92A	Y	164

Figure 3-70. GPF1R-1860 GRADE AND CPMOS Report

3.7.10 GPF1R-1860 GRADE AND CPMOS LESS SSN Report Procedure

To generate a GPF1R-1860 GRADE AND CPMOS LESS SSN report:

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu, select **GPF1R-1860 – GRADE AND CPMOS LESS SSN**. The **GPF1R-1860 – PROMOTION LIST – BY GRADE AND CPMOS (LESS SSNs)** screen displays.
2. In the *pay grade* field, enter the pay grade to be considered for the next higher grade.
3. Enter the **DOE_RES**, **PEBD**, and **BESD** dates as YYYYMMDD.
4. At *Print only soldiers with a Promotion Consideration Code Y?* enter *Y* or *N*. If you want to print soldiers with a Promotion Consideration Code of *Y*, then enter *Y*. If you want to print soldiers without a *Y*, then enter *N*.
5. Enter the effective date (YYYYMMDD) of the calculation for the report.
6. Click **PROCESS REPORT**.
7. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-71.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

GPF1R-1860 Page: 1

PROMOTION LIST
BY GRADE AND CPMOS (LESS SSN'S)

Effective Date used for Calculations: 2010/05/14
Date Printed: 20100515

Grade Considered for Promotion to next higher Grade: E4
Time in Service Requirement: 20100514
Time in Grade Requirement: 20100514
Cumulative Enlisted Service Requirement: 20100514
CPMOS: 92A

UIC	PRN	ATCH	UPC	NAME	RANK	PMOS	CPMOS	ASP	PTS
WBAJAA	111			JOHNSON MELISSA ANN	SPC	92A10	92A	Y	228
WBAJAA	111			MARTIN JOHN III	SPC	92A10	92A	Y	227
WY3T91	213			ADAMS PAUL	SPC	92A10	92A	Y	164
WX8DAO	65B			THOMPSON ABIGAIL MARY	SPC	92A10	92A	Y	164
WPF1A0	642			LEE DOROTHY	SPC	92A10	92A	Y	163
WX2MAA	35B			BUSH PAUL	CPL	92A10	92A	Y	162

Figure 3-71. GPF1R-1860 GRADE AND CPMOS LESS SSN Report

3.7.11 GPFR-1860 CPMOS PROMOTION LIST Report Procedure

To generate a GPFR-1860 CPMOS PROMOTION LIST report:

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu, select **GPFR-1860 – CPMOS PROMOTION LIST**. The **GPFR-1860 – CPMOS PROMOTION LIST SERIES FOR GRADE** screen displays.
2. In the *pay grade* field, enter the pay grade to be considered for the next higher grade.
3. Enter the **DOE_RES**, **PEBD**, and **BESD** dates as YYYYMMDD.
4. At *Print only soldiers with a Promotion Consideration Code Y?* enter *Y* or *N*. If you want to print soldiers with a Promotion Consideration Code of *Y*, then enter *Y*. If you want to print soldiers without a *Y*, then enter *N*.
5. Enter the effective date (YYYYMMDD) of the calculation for the report.
6. Click **PROCESS REPORT**.
7. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-72.

FOR OFFICIAL USE ONLY – PRIVACY ACT DATA										
GPFR-1860		CPMOS PROMOTION LIST SERIES FOR GRADE				Page: 1				
					Effective Date used for Calculations: 2010/05/14 Date Printed: 20100515					
Grade Considered for Promotion to next higher Grade: E5										
Time in Service Requirement:				20100514						
Time in Grade Requirement:				20100514						
Cumulative Enlisted Service Requirement:				20100514						
UIC	PRN	ATCH	UPC	NAME	RANK	SSN	PMOS	CPMOS	ASP	PTS
WP04C0	334			LEE LACKSON JAY	SGT	XXX-XX-2243	11B20	11B	Z	221
WP04C0	334			RICHARDS PETER KEVIN	SGT	XXX-XX-9954	11B20	11B	Z	185
W78PAA	210			CARTER PETER ALAN	SGT	XXX-XX-1101	11B20	11B	Y	170
WX6CAA	22A	WX6CA3		SMITH RYAN JR II	SGT	XXX-XX-7676	11B20	11B	Y	152
W6AJZ1	M85			MARTIN RICHARD WAYNE SR	SGT	XXX-XX-1967	11B20	11B	Z	129
WP4NBO	424			CARROLL QUENTIN SR	SGT	XXX-XX-2052	13B20	11B	Z	125
WPF1TD	646			DOW JON DAVID	SGT	XXX-XX-1007	11B20	11B	Y	78

Figure 3-72. GPFR-1860 CPMOS PROMOTION LIST Report

3.7.12 GPFR-1860 CPMOS PROMOTION LIST LESS SSN Report Procedure

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu, select **GPFR-1860 – CPMOS PROMOTION LIST LESS SSN**. The **GPFR-1860 – CPMOS PROMOTION LIST SERIES FOR GRADE (LESS SSNs)** screen displays.
2. In the *pay grade* field, enter the pay grade to be considered for the next higher grade.
3. Enter the **DOE_RES**, **PEBD**, and **BESD** dates as YYYYMMDD.
4. At *Print only soldiers with a Promotion Consideration Code Y?* enter *Y* or *N*. If you want to print soldiers with a Promotion Consideration Code of *Y*, then enter *Y*. If you want to print soldiers without a *Y*, then enter *N*.
5. Enter the effective date (YYYYMMDD) of the calculation for the report.
6. Click **PROCESS REPORT**.
7. Go to the location of your reports and open the report. An example of the report is shown in Figure 3-73.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA									
GPFR-1860		CPMOS PROMOTION LIST SERIES FOR GRADE(LESS SSN'S)					Page: 1		
					Effective Date used for Calculations: 2010/05/13 Date Printed: 20100515				
Grade Considered for Promotion to next higher Grade: E6									
Time in Service Requirement:		20100513							
Time in Grade Requirement:		20100513							
Cumulative Enlisted Service Requirement:		20100513							
UIC	PRN	ATCH	UPC	NAME	RANK	PMOS	CPMOS	ASP	PTS
WX45A1	618			WILLARD MICHAEL	SSG	11B30	11B	Y	285
WV21A1	626			MARK DOUGLAS	SSG	42A30	11B	A	195
WX46A1	620			DWAYNE JOHN	SSG	11B34	11B	6	169
W77727	128			FORD FRANCIS	SSG	11B34	11B	E	86
WBGGA1	123			KEVIN FRANCIS	SSG	11B38	11B	Y	47

Figure 3-73. GPFR-1860 CPMOS PROMOTION LIST LESS SSN Report

3.7.13 NGABS ALL PERSONNEL EXTRACT Procedure

To generate National Guard Advancement Board System (NGABS) ALL PERSONNEL EXTRACT:

NOTE:

The NGABS extract is a “data dump” of all personnel. A comma delimited file is created and it is uploaded into a system external to SIDPERS.

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu and select **NGABS ALL PERSONNEL EXTRACT**. The GPFR-4100 – Enlisted Promotion Point Worksheet (NGB FORM 4100_1_R_E) screen displays.
2. Click **RUN NGABS PERSONNEL EXTRACT** button.

3.7.14 E2-E4 AUTO ADVANCEMENT ROSTER Report Procedure

These reports list the names of all of the E2 through E4 grade soldiers who are on the list for automatic advancement in rank.

1. From the **SIDPERS Main** screen, click the **Local Suppl DB** menu, select **E2-E4 AUTO ADVANCEMENT REPORT**. The **E2-E4 Automatic Advancement Report** screen displays (Figure 3-74).

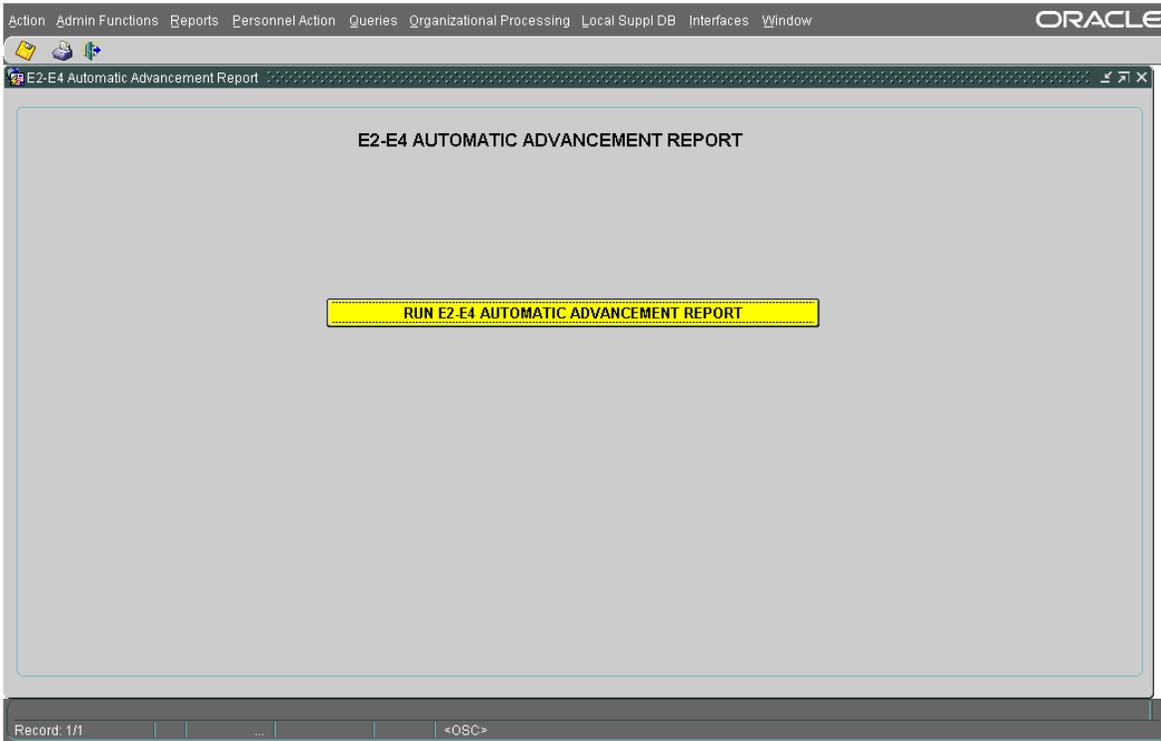


Figure 3-74. E2-E4 Automatic Advancement Report Screen

2. Click **RUN E2-E4 AUTO ADVANCEMENT REPORT**. The generation of the report starts and a **Forms** message box displays *The E2-E4 Automatic Advancement Report is being generated.*
3. Click **OK** to close the message box.
4. Go to the location where your reports are located. Typical reports are shown in Figure 3-75, Figure 3-76, and Figure 3-77.

Report Date: 20080108		MISSOURI ARMY NATIONAL GUARD										Page: 3
E2 AUTOMATIC ADVANCEMENT ROSTER												
LISTED ARE ALL E1 PERSONNEL WHO ARE WITHIN 1 MONTH OF TIS UNIT COMMANDERS MUST REVIEW PERSONNEL LISTED BELOW FOR ADVANCEMENT TO PV2/E2 SOLDIERS WILL BE ADVANCED ON ELIGIBILITY DATE UNLESS SIDPERS IS NOTIFIED BY UNIT COMMANDER NOT TO ADVANCE												
UNIT:	ANN BETH											
	CO B MOARNG R&R BN (RSP)											
NAME	SSN	RANK	DOR	DMOS/QUAL/ EXCESS	PMOS	PERD	TIS	CIV EDUC	NEW DOR	EFF DATE	AUTO ADV DENIED BY UNIT	
CARTY ANN BETH	-8420	PV1	060814	25U1 S 999T	09B1	060525	19	K	061214	061214	NO	unless checked _____
CARTY JOSEPH	-0800	PV1	060605	91W1 S 999T	09B1	060428	19	K	061205	061205	NO	unless checked _____
CRAWFORD DAVID ROBERT	-8850	PV1	061023	13B1 S 999T	09B1	060810	19	K	070423	070423	NO	unless checked _____
CROSS ROBERT WILLIAM	-9720	PV1	060605	94F1 S 999T	09B1	060601	19	K	061205	061205	NO	unless checked _____
DAY LANCE	-1100	PV1	061023	13B1 S 999T	09B1	061013	19	K	070423	070423	NO	unless checked _____
FEAGANS DAVID	-2340	PV1	060829	88M1 S 999T	09B1	060731	19	K	070226	070226	NO	unless checked _____
FINLAY STANLEY	-0252	PV1	060717	94E1 S 999T	09B1	060629	19	K	070117	070117	NO	unless checked _____

Figure 3-75. E2 Automatic Advancement Roster Report

Report Date: 20080108		MISSOURI ARMY NATIONAL GUARD										Page: 32	
E3 AUTOMATIC ADVANCEMENT ROSTER													
LISTED ARE ALL E2 PERSONNEL WHO ARE WITHIN 1 MONTH OF TIS AND TIG UNIT COMMANDERS MUST REVIEW PERSONNEL LISTED BELOW FOR ADVANCEMENT TO PFC/E3 SOLDIERS WILL BE ADVANCED ON ELIGIBILITY DATE UNLESS SIDPERS IS NOTIFIED BY UNIT COMMANDER NOT TO ADVANCE													
UNIT: W777A0 CO A MOARNG R&R BN (RSP)													
NAME	SSN	RANK	DOR	DMSO/QUAL/ EXCESS	PMOS	PEBD	TIS	TIG	CIV EDUC	TIS/TIG 12/4 MONTHS	AUTO ADV DENIED BY UNIT		
BASHAM WADE	-6439	PV2	061201	15P1 N 999T	09B1	060120	23	13	D	070120 070401	NO unless checked _____		
BIX NATHANIEL	-5051	PV2	060529	25U1 N 999T	09B1	060127	23	13	B	070127 060929	NO unless checked _____		
BOLES DYLAN	-7143	PV2	061201	94P1 N 999T	09B1	060118	23	13	K	070118 070401	NO unless checked _____		
CAIN AMANDA MARIE	-5145	PV2	060724	15P1 S 999T	09B1	051031	23	13	B	061031 061124	NO unless checked _____		
CLARK MATTHEW JAMES	-5965	PV2	061130	96C1 N 999T	09B1	060309	23	13	B	070309 070331	NO unless checked _____		

Figure 3-76. E3 Automatic Advancement Roster Report

Report Date: 20080108		MISSOURI ARMY NATIONAL GUARD										Page: 69	
E4 AUTOMATIC ADVANCEMENT ROSTER													
LISTED ARE ALL E3 PERSONNEL WHO ARE WITHIN 1 MONTH OF WAIVABLE TIS AND TIG UNIT COMMANDERS MUST REVIEW PERSONNEL LISTED BELOW FOR ADVANCEMENT TO CPL-SPC/E4 SOLDIERS WILL BE ADVANCED ON ELIGIBILITY DATE UNLESS SIDPERS IS NOTIFIED BY UNIT COMMANDER NOT TO ADVANCE													
UNIT: W777A0 CO A MOARNG R&R BN (RSP)													
NAME	SSN	RANK	DOR	DMSO/QUAL/ EXCESS	PMOS	PEBD	TIS	TIG	CIV EDUC	APFT	TIS/TIG 24/6 MONTHS	TIS/TIG 18/3 MONTHS (with waiver)	AUTO ADV DENIED BY UNIT
ALLEN MICHAEL ANTHONY	-1833	PFC	060314	15R1 S 999T	09B1	040306	27	19	B	N/A	060308 060914	050908 060614	NO unless checked _____
ANDERSON ALLEN MICHAEL	-1262	PFC	061005	42A1 N 999T	09B1	051004	27	19	D	N/A	071004 070405	070404 070105	NO unless checked _____
CALDERON JOHN	-4355	PFC	060523	63B1 N 999T	09B1	060310	27	19	B	N/A	080310 061123	070910 060823	NO unless checked _____
CASE ANTHONY	-0114	PFC	060801	15R1 S 999T	09B1	060130	27	19	M	N/A	080130 070201	070730 061101	NO unless checked _____
CHRISMAN NOEL	-6123	PFC	060821	42A1 S 999T	09B1	060323	27	19	D	N/A	080323 070221	070923 061121	NO unless checked _____
DAUGHERTY JENEE	-4383	PFC	060529	88M1 N 999T	09B1	060126	27	19	B	N/A	080126 061129	070726 060829	NO unless checked _____
DOWNING ANTHONY	-3991	PFC	060803	13F1 N 999T	09B1	051028	27	19	B	N/A	071028 070203	070428 061103	NO unless checked _____
HALL MATTHEW DEWITT	-0452	PFC	060531	92Y1 N 9991	09B1	060317	27	19	B	N/A	080317 061130	070917 060831	NO unless checked _____

Figure 3-77. E4 Automatic Advancement Roster Report

3.8 Interfaces Procedures

This function allows the users to export data to the Unit Personnel System (UPS).

3.8.1 Run UPS Export Procedure

1. From the **SIDPERS Main** screen, click the **Interfaces** menu. The **INTERFACES** dialog box displays.
2. Click **Run UPS Export**. When the program run completes, a message box displays *ALL EXTRACT PROGRAMS RAN SUCCESSFULLY*.

3.8.2 Run UPS Import Procedure.

1. SFTP the files to be processed and place them in the */sidpers/ups/upsin/tmp* directory.
2. From the **SIDPERS Main** screen, click the **Interfaces** menu. The **INTERFACES** dialog box displays.
3. Click **Run UPS Import**. A **Forms** message box displays *IMPORT PROCESS COMPLETED*.

4. Click **OK** to close the message box.

Files are moved into a new directory defined by Julian date after successful processing.
(Example, in181 for June 30)

If error files are generated they will also be placed into this directory.

3.8.3 Run JPAS Import Procedure

1. SFTP the files to be processed and place them in the */sidpers/sysadm/reports* directory.
2. From the **SIDPERS Main** screen, click the **Interfaces** menu. The **INTERFACES** dialog box displays.
3. Click **Run JPAS Import**. A **Forms** message box displays *JPAS PROCESS COMPLETED*.
4. File is moved to */sidpers/sysadm/reports/jpas_save* after successful processing.

3.8.4 Run MEDPROS Import Procedure

To run the MEDPRO Import Procedure:

1. SFTP files to be processed and place them in the */sidpers/sysadm/reports* directory.
2. From the **SIDPERS Main** screen, click the **Interfaces** menu. The **INTERFACES** dialog box displays.
3. Click **Run MEDPRO Import**. A **Forms** message box displays *MEDPRO PROCESS COMPLETED*.

File is moved in the */sidpers/sysadm/reports/medpro_save* directory after successful processing.

The error file called *medpro.err* will be generated in *sidpers/sysadm/reports* directory. A zero (0) byte file is created if there were no errors.

4 SIDPERS SCREENS, DIALOG BOXES, AND REPORT PARAMETER FORMS

This section displays screen captures of the SIDPERS screens, dialog boxes, and report parameter forms. A table describes the functions of all fields and buttons. Included are the instructions on how to access each screen, box, and form.

4.1 Logon Dialog Box

When you enter the SIDPERS Web site, the **Logon** dialog box (Figure 4-1) displays.



Figure 4-1. Logon Dialog Box

Table 4-1. SIDPERS Logon Dialog Box Description

Field/Button	Description
Username	Enter your username.
Password	Enter your password.
Database	Enter the database you want to access.
Cancel	Press to close the dialog box.
Connect	After you enter the required data, click this button to enter the SIDPERS application.

4.2 SIDPERS Main Screen

The **SIDPERS Main** screen (Figure 4-2) is the first screen you see when you enter the SIDPERS application.

Table 4-2 describes the menus and icons on this screen.



Figure 4-2. SIDPERS Main Screen

Table 4-2. SIDPERS Main Screen Description

Field/Button	Description
 (Save)	Click this icon to save your changes to the SIDPERS database. If you have not made any changes, a message <i>No changes to save</i> appear in the lower left side of the screen.
 (Print)	Click this icon to print the current screen.
 (Exit)	Click this icon to exit the SIDPERS Main screen. You will need to log on again to access the application.
Action	Click the Action menu to do the following: <ul style="list-style-type: none"> • Click Save to save the changes you made on the current screen. • Click Clear to clear the data from the current form. • Click Exit to exit the SIDPERS application.

Field/Button	Description
Admin Functions	<p>Click the Admin Functions menu to do the following:</p> <ul style="list-style-type: none"> • Update/Review Originator Code • External Interface Processes <ul style="list-style-type: none"> ○ Generate HOL Interface Data ○ Retirement Point Accounting System ○ RFP NPSG • Error Purge • SICOOP • LSDBCOOP • AWARDSCOOP • TAPDB_MEDPROS_EXTRACT • SIMKR20 • QA_REPORTS
Reports	<p>Select the Reports menu to generate the following and General Purpose Financial Reports (GPFR):</p> <ul style="list-style-type: none"> • GPFD-0080 Advisory Messages • GPFD-1770 Bonus Termination Report • GPFD-1670 NCO Evaluation Report (DA Form 2166-7) • GPFD-1680 NCO Evaluation Report Check Sheet • GPFD-1650 Soldiers Reported Not Duty Position Qual • GPFD-1620 Enlisted Suspense Listing – Master • GPFD-0430 Interface Transaction Register to HOL • GPFD-0440 Interface Trans Register to Mil Pay Bran • GPFD-1210 Monthly Personnel Trans Register By Unit • GPFD-1240 Office/Warrant Suspense List – Master • GPFR-1790 Personnel Qualification Record • GPFR-0880 Personnel Transaction Register By Unit • GPFR-1710 Unit Manning Report • GPFR-1420 Unit Record Of Res Training (DA Form 1379) • GPFR-1460 Unresolved Error Report By Unit • GPFR-1820 Update Error Report • GPFR-1200 Strength Accountability Report
Personnel Action	<p>Click the Personnel Action menu to display the TRANS MNEMONIC MENU screen and perform personnel functions from this screen.</p>

Field/Button	Description
Queries	<p>Click Query Form to display the NAME QUERY screen and start a query.</p> <p>Click LOOKER to query by SSN and to view an individual's record in data format.</p> <p>Click Recruit Force Pool to view/modify data related to RFP.</p>
Organizational Processing	<p>Click the Organizational Processing menu to perform the following procedures:</p> <ul style="list-style-type: none"> • Authorized Strength Single Transaction • Authorized Strength Massive Transaction • Intact Unit Gain Transaction • Intact Unit Loss Transaction • Intact Unit Return Transaction • Load MTOE/TDA
Local Suppl DB	<p>Click the Local Suppl DB menu to access the following:</p> <ul style="list-style-type: none"> • All Categories • Promotions • GPFR-1840 PROMOTION ELIG ROSTER PR_NBR AND NAME • GPFR-1840 PROMOTION ELIG BY RPT_SEQ_CODE AND NAME • GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY NAME • GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY UIC • GPFR-1860 GRADE AND NAME • GPFR-1860 GRADE AND CPMOS • GPFR-1860 GRADE AND CPMOS LESS SSN • GPFR-1860 CPMOS PROMOTION LIST • GPFR-1860 CPMOS PROMOTION LIST LESS SSN
Interfaces	<p>Click the Interfaces menu to display the INTERFACES screen.</p>

4.3 Admin Functions

4.3.1 UPDATE/REVIEW ORIGINATOR CODE Screen

Use the **UPDATE/REVIEW ORIGINATOR CODE** screen to review/verify, add, delete, and change originator codes.

To access the **UPDATE/REVIEW ORIGINATOR CODE** screen (Figure 4-3) from the **SIDPERS Main** screen, click the **Admin Functions** menu and select **Update/Review Originator Code**. Table 4-3 describes the fields and buttons on this screen.

Oracle Application Window: UPDATE/REVIEW ORIGINATOR CODE

Menu: Action Edit Query Block Record Field Help Window

Buttons: SORT ASC (ORIG), SORT ASC (RPT SEQ CODE), SORT ASC (UPC)

Radio Buttons: UNITS, IND_ORG

Section: S I D P E R S - A R N G
UPDATE/REVIEW ORIGINATOR CODE

UNIT?	ORIG CODE	RPT SEQ CODE	UPC	NAME IND
<input checked="" type="checkbox"/>	200	AAAAAAA	8ASAA	HQ STARC AL ARNG
<input checked="" type="checkbox"/>	201	AAAC	QE1AA	131 PA DET (TM FA)
<input checked="" type="checkbox"/>	202	AAAAAEA	VBJAA	1156 MP DET
<input checked="" type="checkbox"/>	203	AAAAADA	XA9AA	151 ARMY BAND
<input checked="" type="checkbox"/>	204	BBAA	8ASA1	62 TRP COMD STARC AL ARNG
<input checked="" type="checkbox"/>	206	AAAABGA	P02AA	HHC 1169 ENGR GP
<input checked="" type="checkbox"/>	214	AAAABHD	P10A0	CO A 877 ENGR BN
<input checked="" type="checkbox"/>	215	AAAABHG	P10B0	CO B (-DET 1) 877 ENGR BN
<input checked="" type="checkbox"/>	216	AAAABHI	P10C0	CO C (-DET 1) 877 ENGR BN
<input checked="" type="checkbox"/>	217	AAAABHJ	P10C1	DET 1 CO C 877 ENGR BN
<input checked="" type="checkbox"/>	218	AAAABHB	P10T1	DET 1 HSC 877 ENGR BN
<input checked="" type="checkbox"/>	226	AAAABLA	XBAAA	HHD 200 ENGR BN
<input checked="" type="checkbox"/>	228	AAAABLG	P76AA	168 ENGR CO (CSE) (-DET 1)
<input checked="" type="checkbox"/>	229	AAAABLC	P75AA	167 ENGR CO
<input checked="" type="checkbox"/>	696	ADBG	PBDHD	441 OD HHD EOD REAR AL
<input checked="" type="checkbox"/>	261	ACBA	QF3T0	HHC 115 SIG BN CORPS SPT BN
<input checked="" type="checkbox"/>	262	ACBF	QF3C0	CO C (-DET 1) 115 SIG BN
<input checked="" type="checkbox"/>	263	ACBG	QF3C1	DET 1 CO C 115 SIG BN
<input checked="" type="checkbox"/>	266	ACBD	QF3B0	CO B (-DET 1) 115 SIG BN
<input checked="" type="checkbox"/>	277	ACCA	P58T0	HHC 279 SIG BN

Record: 1/? <OSC>

Figure 4-3. UPDATE/REVIEW ORIGINATOR CODE Screen

D R A F T

Table 4-3. UPDATE/REVIEW ORIGINATOR CODE Screen Description

Field/Button	Description
Action	<p>Save – Saves your changes.</p> <p>Clear All – Clears data from all of the fields.</p> <p>Print – Prints the current screen.</p> <p>Exit – Exits this screen and returns to the SIDPERS Main screen.</p>
Edit	<p>Cut – Cut data from a selected field.</p> <p>Copy – Copy data in one of the fields.</p> <p>Paste – Paste copied or cut data from another field.</p> <p>Edit – Edit the selected field. An Editor dialog box displays to allow you to enter new information. When you select UNITS you can edit the REP SEQ CODE field and in IND_ORG, you can edit the ORIG CODE, UPC, and NAME IND fields.</p> <p>Display List – Display a list of available UPCs, Application Programmer Interface (API) codes, etc.</p>
Query	<p>Enter – Select this option to initiate the entry of a new Originator Code.</p> <p>Execute – Click query the table. You can query either by selecting UNITS or IND_ORG radio button. You enter the search criteria in the field you want to search. You may use the Oracle wild card of % in any field. For example, 8B% displays any UPC that starts with 8B.</p> <p>Count Hits – In the lower-left side of the screen display the number of records that a query displays.</p> <p>Fetch Next Set – Display the next set of field data.</p>
Block	<p>Previous – View the previous block of data.</p> <p>Next – View the next block of data.</p> <p>Clear – Clear the data from the fields.</p>
Record	<p>Previous – View the previous record of data.</p> <p>Next – View the next record of data.</p> <p>Scroll Up – Scroll up the data.</p> <p>Scroll Down – Scroll down the data..</p> <p>Insert – Inserts a blank line below the line you select. You can enter the new record data.</p> <p>Remove – Remove the record you select.</p> <p>Lock – Protect the record you select.</p> <p>Duplicate – Duplicate the data from the selected record into the blank field (inserted blank field beforehand) below this field.</p> <p>Clear – Clear the data from the fields.</p>

Field/Button	Description
Field	<p>Previous – Select the previous field.</p> <p>Next – Select the next field</p> <p>Clear – Clear all of the fields.</p> <p>Duplicate – Duplicate the data from the selected field into another selected field.</p>
Help	<p>Help – Display the properties of a selected item.</p> <p>Keys – Display the functions and the corresponding keys.</p> <p>Display Error – Display errors in the lower left part of the screen.</p>
UNITS	<p>This radio button is selected by default to display the unit's information. When you select the radio button, you can change only the RPT SEQ CODE field.</p>
IND_ORG	<p>Select the radio button to display individual organization information. You can edit all fields except the UNIT? And RPT_SEQ_CODE fields.</p>
UNIT?	<p>Signify an entry is for the unit vs. individual.</p>
ORIG CODE	<p>Originator code</p> <p>Assign to every unit in a state or to individuals who can originate an activity or document.</p>
RPT SEQ CODE	<p>Report Sequence Code</p> <p>Edit this field only when you have selected the UNITS radio button.</p>
UPC	<p>Unit Processing Code</p> <p>A barcode used for tracking items</p>
NAME IND	<p>Name, Individual</p> <p>Identifies an individual through a combination of words or sounds. Data must be left-justified and have only alpha characters.</p>
SORT ASC (ORIG CODE)	<p>Sorts the Originator Codes in ascending order.</p>
SORT ASC (RPT SEQ CODE)	<p>Sorts the Report Sequence Codes in ascending order.</p>
SORT ASC (UPC)	<p>Sorts the UPCs in ascending order.</p>

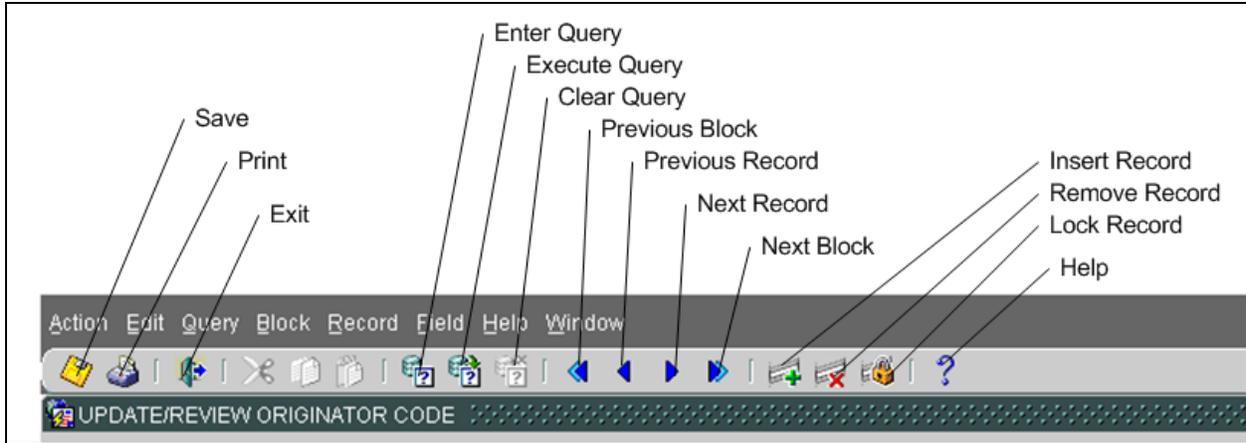


Figure 4-4. UPDATE/REVIEW ORIGINATOR CODE Screen Icons

DRAFT

Table 4-4. UPDATE/REVIEW ORIGINATOR CODE Screen Icons Description

Selection/Button	Description
Save	Click this icon to save your changes to the SIDPERS database. The status bar located in the lower left corner of the screen confirms the save with the following type of message: <i>FRM-40400: Transaction complete: 1 records applied and saved</i> . If you have not made any changes, a message <i>No changes to save</i> appear in the lower left side of the screen.
Print	Print the current screen.
Exit	Exit this screen and return to the previous screen.
Enter Query	Initiate the entry of a new Originator Code.
Execute Query	Click this icon to query the table. You can query either by selecting UNITS or IND_ORG radio button. You enter the search criteria in the field you want to search.
Clear Query	Clear the current query from the fields.
Previous Block	Display the previous block of data.
Previous Record	Display the previous record.
Next Record	Display the next record.
Next Block	Display the next block of data.
Insert Record	Insert a new record in the list of data.
Remove Record	Delete the selected record.
Lock Record	Lock the selected record to protect the data.
Help	Click this icon to view the item values for the selected field.

4.3.2 GENERATE HOL INTERFACE DATA Screen

Use this screen to generate a Transaction History File into an Automatic Digital Network (AUTODIN) format so that the file can be transmitted to the HOL.

To access this screen (Figure 4-5), click the **Admin Functions** menu and select **External Interface Processes** and **Generate HOL Interface Data**. Table 4-5 describes the fields and the button on this screen.

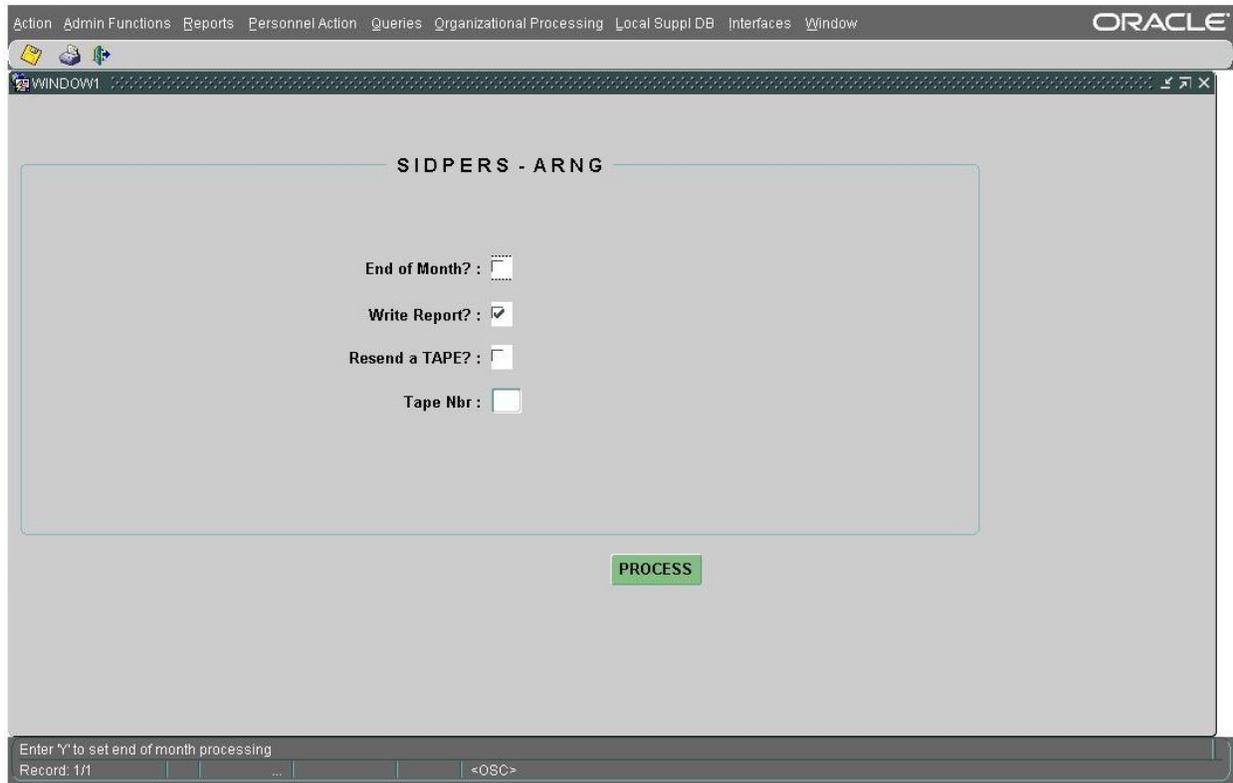


Figure 4-5. Generate HOL Interface Data Screen

Table 4-5. Generate HOL Interface Data Screen Description

Field/Button	Description
End of Month?	If you are generating an end-of-the-month run, enter a check mark in this checkbox.
Write Report?	If you want to generate an AUTODIN Transmittal Report, enter a check mark in the checkbox.
Resend a TAPE?	If you are resending a batch to HOL, enter a check mark in this checkbox.
Tape Nbr	Enter the two-character numeric (01-50) code for the tape you want to resend. If you do not want to resend a tape to HOL, type N.
PROCESS	Generate the file.

4.4 REPORTS

You can access these screens and Report Parameter forms from the **SIDPERS Main** screen by clicking the **Reports** menu. Only Level 1 users have access to this menu. If you are not authorized to use this menu, the error message *SELECTION DENIED* displays. If you are

authorized, the **Reports** Menu displays. To generate a report, select the report from the list on the **Reports** menu.

4.4.1 GPDF-0080 Advisory Messages Report Parameter Form

Use this report parameter form to generate a GPDF-0080 Advisory Messages report.

You can access this report parameter form (Figure 4-6) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPDF-0080 Advisory Messages**.

Figure 4-6. GPDF-0080 Advisory Messages Report Parameter Form

Table 4-6 describes the fields and buttons on this form.

Table 4-6. Advisory Messages Report Parameter Form Description

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Clear Advisory Message?	Click the drop-down arrow and select <i>Y</i> or <i>N</i> to clear the Advisory Message.
Reset	Clear the Input Date field.
Submit Query	Complete the query.

4.4.2 GPDF-1770 Bonus Termination Report Parameter Report Parameter Form

Use this report parameter form to generate a GPDF-1770 Bonus Termination report.

You can access this report parameter form (Figure 4-7) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting GPDF-1770 Bonus Termination Report. Table 4-7 describes the field and buttons on this form.

Figure 4-7. GPF-1770 Bonus Termination Report Parameter Form

Table 4-7. GPF-1770 Bonus Termination Report Parameter Form Description

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Reset	Clears the Input Date field.
Submit Query	Completes the query.

4.4.3 GPF-1670 NCO Evaluation Report (DA Form 2166-7) Report Parameter Form

Use this report parameter form to generate a GPF-1670 NCO Evaluation report (DA Form 2166-7).

You can access this report parameter form (Figure 4-8) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPF-1670 NCO Evaluation Report (DA Form 2166-7)**.

Figure 4-8. GPF-1670 NCO Evaluation Report (DA Form 2166-7) Report Parameter Form

Table 4-8 describes the field and buttons on this form.

Table 4-8. GPF-1670 NCO Evaluation Report (DA Form 2166-7) Report Parameter Form Description

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Reset	Clear the Input Date field.
Submit Query	Complete the query.

4.4.4 GPDF-1680 NCO Evaluation Report Check Sheet Report Parameter Form

Use this report parameter form to generate a GPDF-1680 NCO Evaluation Report Check Sheet report.

You can access this report parameter form (Figure 4-9) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting the **GPDF-1680 NCO Evaluation Report Check Sheet**. Table 4-9 describes the field and buttons on this form.

Figure 4-9. GPDF-1680 NCO Evaluation Report Check Sheet Report Parameter Form

Table 4-9 describes the field and buttons on this form.

Table 4-9. GPDF-1680 NCO Evaluation Report Check Sheet Report Parameter Form Description

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Reset	Clears the Input Date field.
Submit Query	Completes the query.

4.4.5 GPDF-1650 Soldiers Reported Not Duty Position Qual Report Parameter Form

Use this report parameter form to generate a GPDF-1650 Soldiers Reported Not Duty Position Qual report.

You can access this report parameter form (Figure 4-10) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPDF-1650 Soldiers Reported Not Duty Position Qual**.

Figure 4-10. GPF-1650 Soldiers Reported Not Duty Position Qual Report Parameter Form

Table 4-10 describes the field and buttons on this form.

Table 4-10. GPF-1650 Soldiers Reported Not Duty Position Qual Report Parameter Form Description

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Reset	Clear the Input Date field.
Submit Query	Complete the query.

4.4.6 GPF-1620 Enlisted Suspense Listing – Master Report Parameter Form

Use this report parameter form to generate a GPF-1620 Enlisted Suspense Listing – Master report.

You can access this report parameter form (Figure 4-11) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPF-1620 Enlisted Suspense Listing – Master**.

Figure 4-11. GPF-1620 Enlisted Suspense Listing – Master Report Parameter Form

Table 4-11 describes the field and buttons on this form.

Table 4-11. GPF-1620 Enlisted Suspense Listing – Master Report Parameter Form Description

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Reset	Clear the Input Date field.
Submit Query	Complete the query.

4.4.7 GPFD-0430 Interface Transaction Register to HOL Report Parameter Form

Use this report parameter form to generate a GPFD-0430 Interface Transaction Register to HOL report.

You can access this report parameter form (Figure 4-12) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPFD-0430 Interface Transaction Register to HOL**.

Figure 4-12. GPFD-0430 Interface Transaction Register to HOL Report Parameter Form

Table 4-12 describes the fields and buttons on this form.

Table 4-12. GPFD-0430 Interface Transaction Register to HOL Report Parameter Form Description

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Begin Date (YYYYMMDD)	Enter the beginning date of the report period.
End Date (YYYYMMDD)	Enter the ending date of the report period.
Reset	Clear the Input Date, Begin Date, and End Date fields.
Submit Query	Complete the query.

4.4.8 GPFD-0440 Interface Trans Register to Mil Pay Bran Report Parameter Form

Use this report parameter form to generate a GPFD-0440 Interface Trans Register to Mil Pay Bran report.

You can access this report parameter form (Figure 4-13) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPFD-0440 Interface Trans Register to Mil Pay Bran**.

Figure 4-13. GPF-0440 Interface Trans Register to Mil Pay Bran Report Parameter Form

Table 4-13 describes the field and buttons on this form.

Table 4-13. GPF-0440 Interface Trans Register to Mil Pay Bran Report Parameter Form Description

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Reset	Clears the Input Date field.
Submit Query	Completes the query.

4.4.9 GPF-1210 Monthly Personnel Trans Register By Unit Report Parameter Form

Use this report parameter form to generate a GPF-1210 Monthly Personnel Trans Register By Unit report.

You can access this report parameter form (Figure 4-14) from the SIDPERS Main screen by clicking the Reports menu and selecting GPF-1210 Monthly Personnel Trans Register By Unit.

Figure 4-14. GPF-1210 Monthly Personnel Trans Register By Unit Report Parameter Form

Table 4-14 describes the field and buttons on this form.

Table 4-14. GPF-1210 Monthly Personnel Trans Register By Unit Report Parameter Form Description

Field/Button	Description
As of Date (YYYYMMDD)	The query to include information up to this date.
Reset	Clear the As of Date field.

Field/Button	Description
Submit Query	Complete the query.

4.4.10 GPDF-1240 Office/Warrant Suspense List – Master Report Parameter Form

Use this report parameter form to generate a GPDF-1240 Office/Warrant Suspense List – Master report.

You can access this report parameter form (Figure 4-15) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPDF-1240 Office/Warrant Suspense List – Master**.

Figure 4-15. GPDF-1240 Office/Warrant Suspense List – Master Screen Report Parameter Form

Table 4-15 describes the field and buttons on this form.

Table 4-15. GPDF-1240 Office/Warrant Suspense List – Master Screen Report Parameter Form Description

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Reset	Clear the Input Date field.
Submit Query	Complete the query.

4.4.11 GPFR-1790 PERSONNEL QUALIFICATION RECORD BY SSN Screen

Use this screen to generate a GPFR-1790 PERSONNEL QUALIFICATION RECORD BY SSN report.

Access this screen (Figure 4-16) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPFR-1790 PERSONNEL QUALIFICATION RECORD** and **By SSN**.

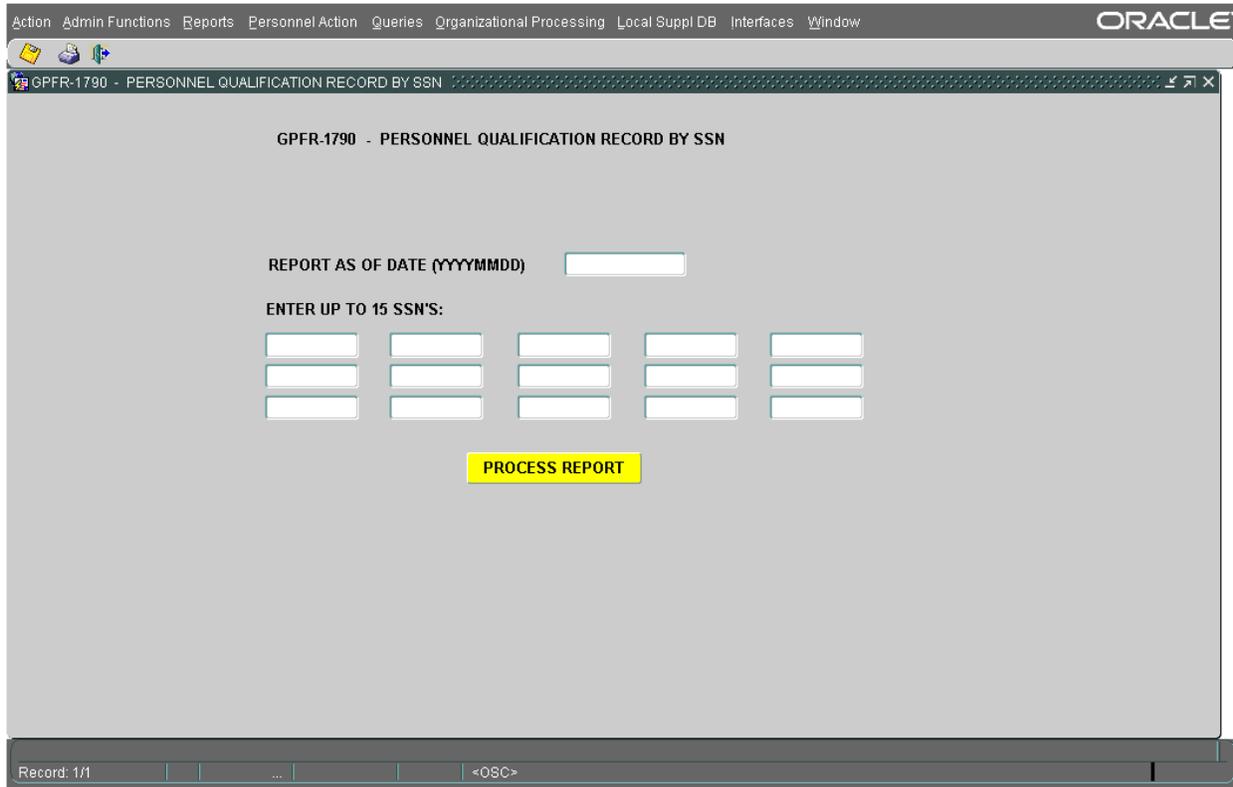


Figure 4-16. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY SSN Screen

Table 4-16 describes the fields and the button on this screen.

Table 4-16. GPFR-1790 GPFR-1790 PERSONNEL QUALIFICATION RECORD BY SSN Screen Description

Field/Button	Description
REPORT AS OF DATE (YYYYMMDD)	Define that the report includes information up to this date.
ENTER UP TO 15 SSN'S:	Enter from 1 to 15 SSNs.
PROCESS REPORT	Generate the report.

4.4.12 GPFR-1790 PERSONNEL QUALIFICATION RECORD BY UPC Screen

Use this screen to generate a GPFR-1790 PERSONNEL QUALIFICATION RECORD BY UPC report.

Access this screen (Figure 4-17) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPFR-1790 PERSONNEL QUALIFICATION RECORD** and **By UPC**.

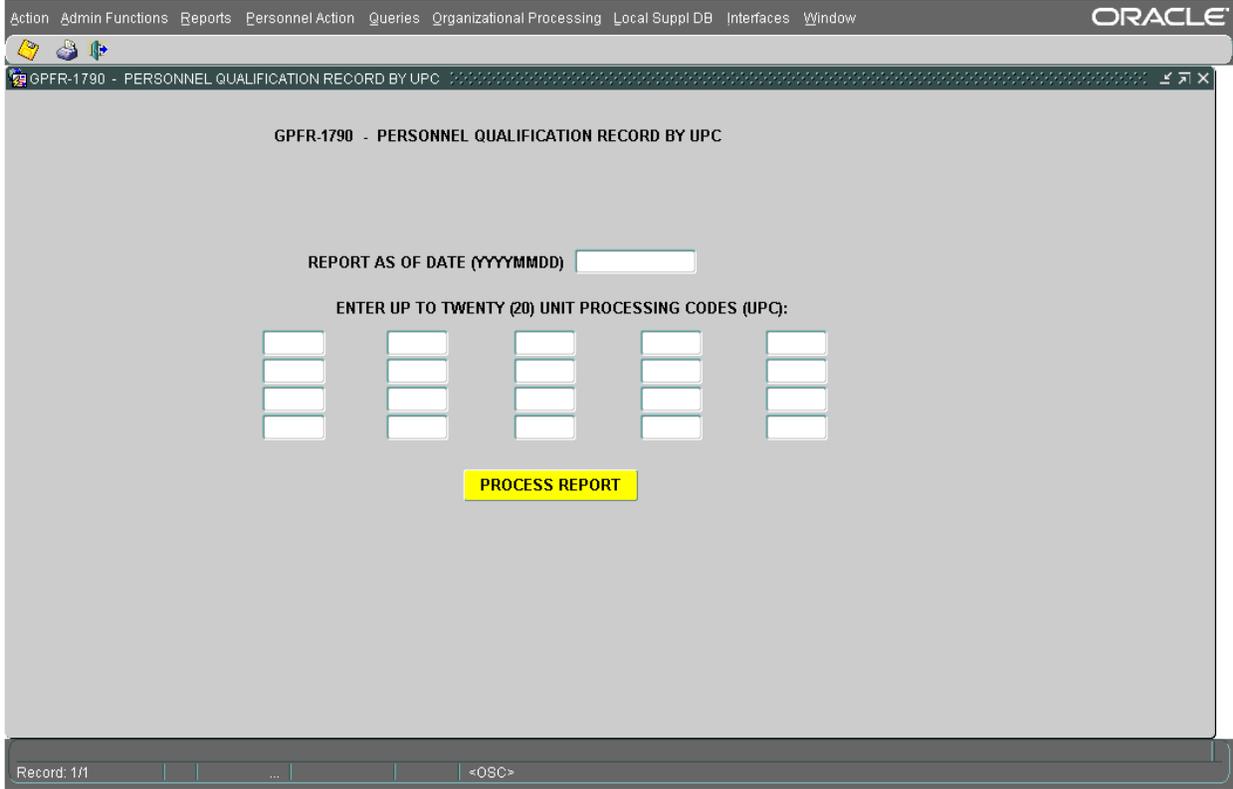


Figure 4-17. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY UPC Screen

Table 4-17 describes the fields and the button on this screen.

Table 4-17. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY UPC Screen Description

Field/Button	Description
REPORT AS OF DATE (YYYYMMDD)	Define that the report includes information up to this date.
ENTER UP TO TWENTY (20) UNIT PROCESSING CODES (UPC):	Enter from 1 to 20 UPCs.
PROCESS REPORT	Generate the report.

4.4.13 GPFR-1790 PERSONNEL QUALIFICATION RECORD BY PR_NBR Screen

Use this screen to generate a GPFR-1790 PERSONNEL QUALIFICATION RECORD BY PR_NBR report.

Access this screen (Figure 4-18) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPFR-1790 PERSONNEL QUALIFICATION RECORD** and **By PR_NBR**.

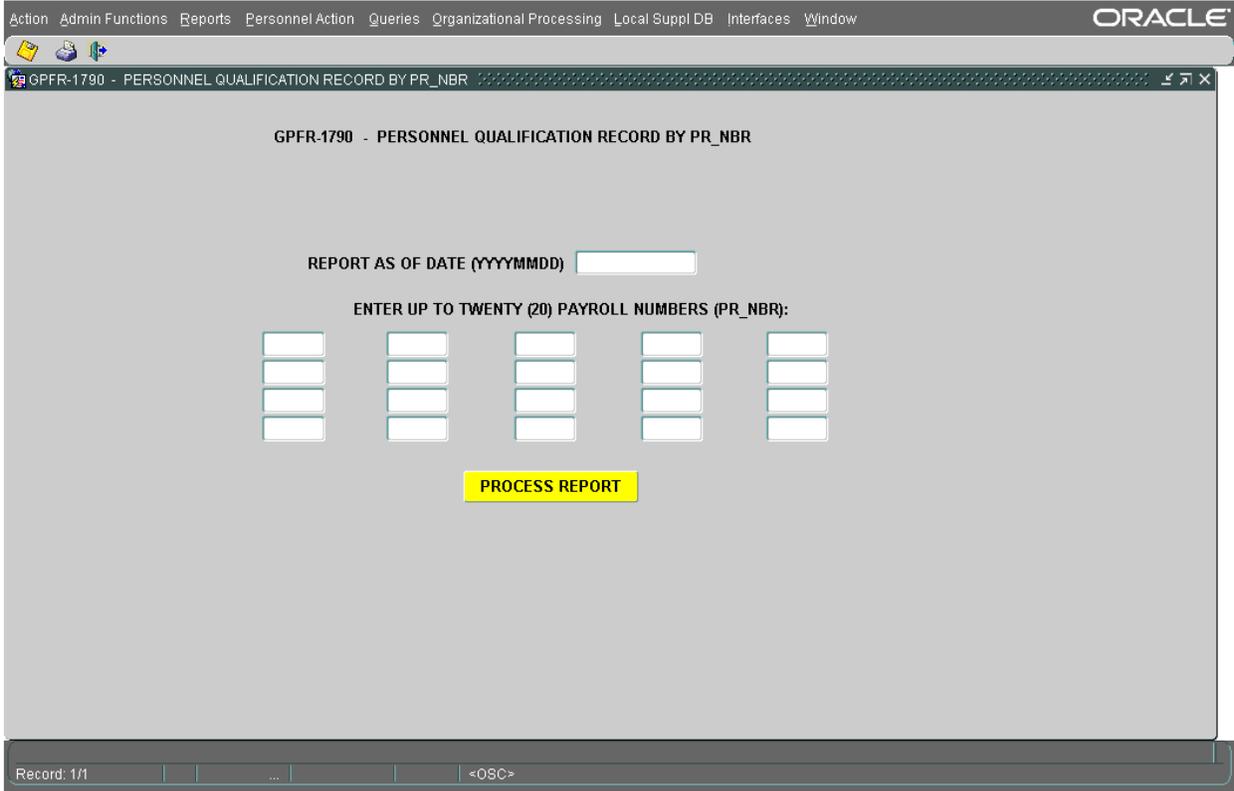


Figure 4-18. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY PR_NBR Screen

Table 4-18 describes the fields and the button on this screen.

Table 4-18. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY PR_NBR Screen Description

Field/Button	Description
REPORT AS OF DATE (YYYYMMDD)	Define that the report includes information up to this date.
ENTER UP TO TWENTY (20) PAYROLL NUMBERS (PR_NBR):	Enter from 1 to 20 PR_NBRs.
PROCESS REPORT	Generate the report.

4.4.14 GPFR-1790 PERSONNEL QUALIFICATION RECORD BY RPT_SEQ_CODE Screen

Use this screen to generate a GPFR-1790 PERSONNEL QUALIFICATION RECORD BY RPT_SEQ_CODE report.

Access this screen (Figure 4-19) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPFR-1790 PERSONNEL QUALIFICATION RECORD** and **BY RPT_SEQ_CODE**.

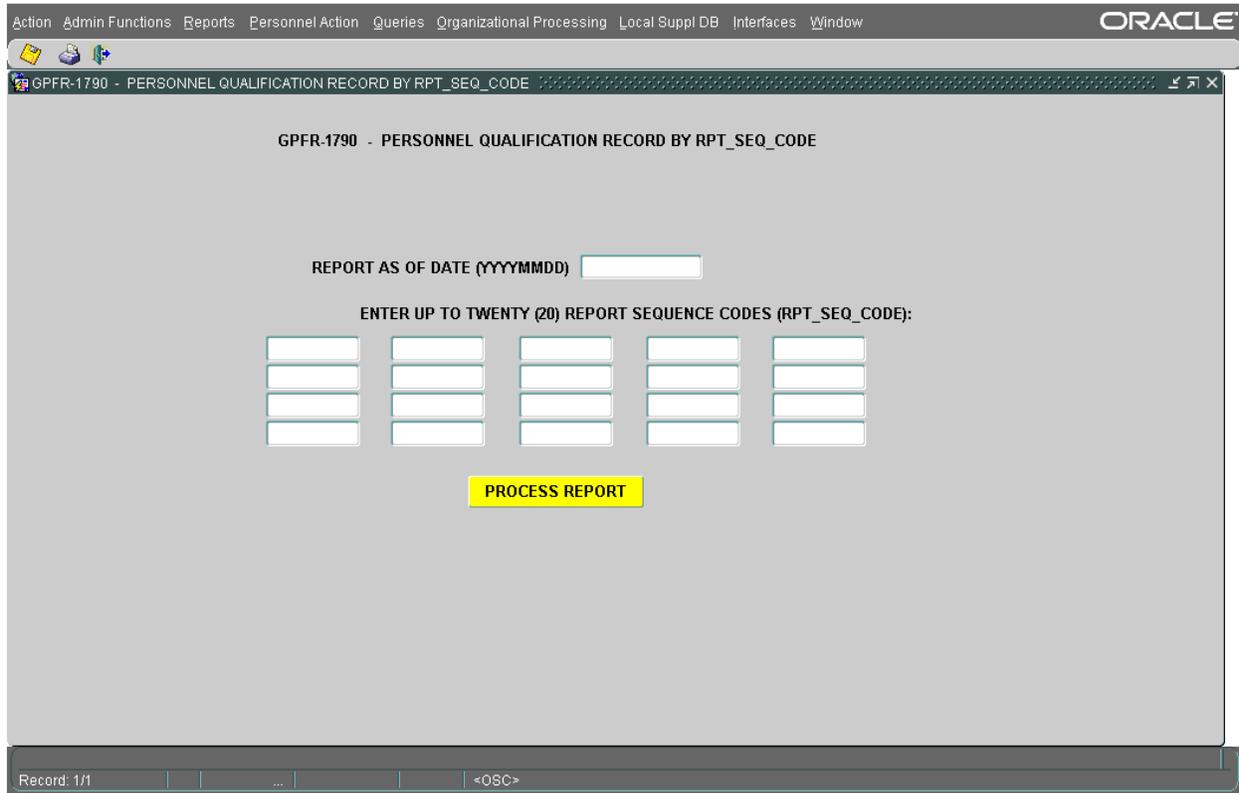


Figure 4-19. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY RPT_SEQ_CODE Screen

Table 4-19 describes the fields and the button on this screen.

Table 4-19. GPFR-1790 PERSONNEL QUALIFICATION RECORD BY RPT_SEQ_CODE Screen Description

Field/Button	Description
REPORT AS OF DATE (YYYYMMDD)	Defines that the report includes information up to this date.
ENTER UP TO TWENTY (20) REPORT SEQUENCE CODES (RPT_SEQ_CODE):	Enter from 1 to 20 Report Sequence Codes.
PROCESS REPORT	Generates the report.

4.4.15 GPFR-0880 Personnel Transaction Register By Unit Report Parameter Form

Use this report parameter form to generate a GPFR-0880 Personnel Transaction Register By Unit report.

You can access this report parameter form (Figure 4-20) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPFR-0880 Personnel Transaction Register By Unit**.

Report Parameters

Enter values for the parameters

Input Date (YYYYMMDD):

Begin Date (YYYYMMDD):

End Date (YYYYMMDD):

Figure 4-20. GPFR-0880 Personnel Transaction Register By Unit Report Parameter Form

Table 4-20 describes the fields and buttons on this form.

Table 4-20. GPFR-0880 Personnel Transaction Register By Unit Report Parameter Form Description

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Begin Date (YYYYMMDD)	Enter the begin date of the report period.
End Date (YYYYMMDD)	Enter the end date of the report period.
Submit Query	Complete the query and generate the report.

4.4.16 GPFM-1710 UNIT MANNING REPORT Screen

Use this screen to generate a GPFM-1710 UNIT MANNING report.

Access this screen (Figure 4-21) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPFM-1710 UNIT MANNING REPORT**.

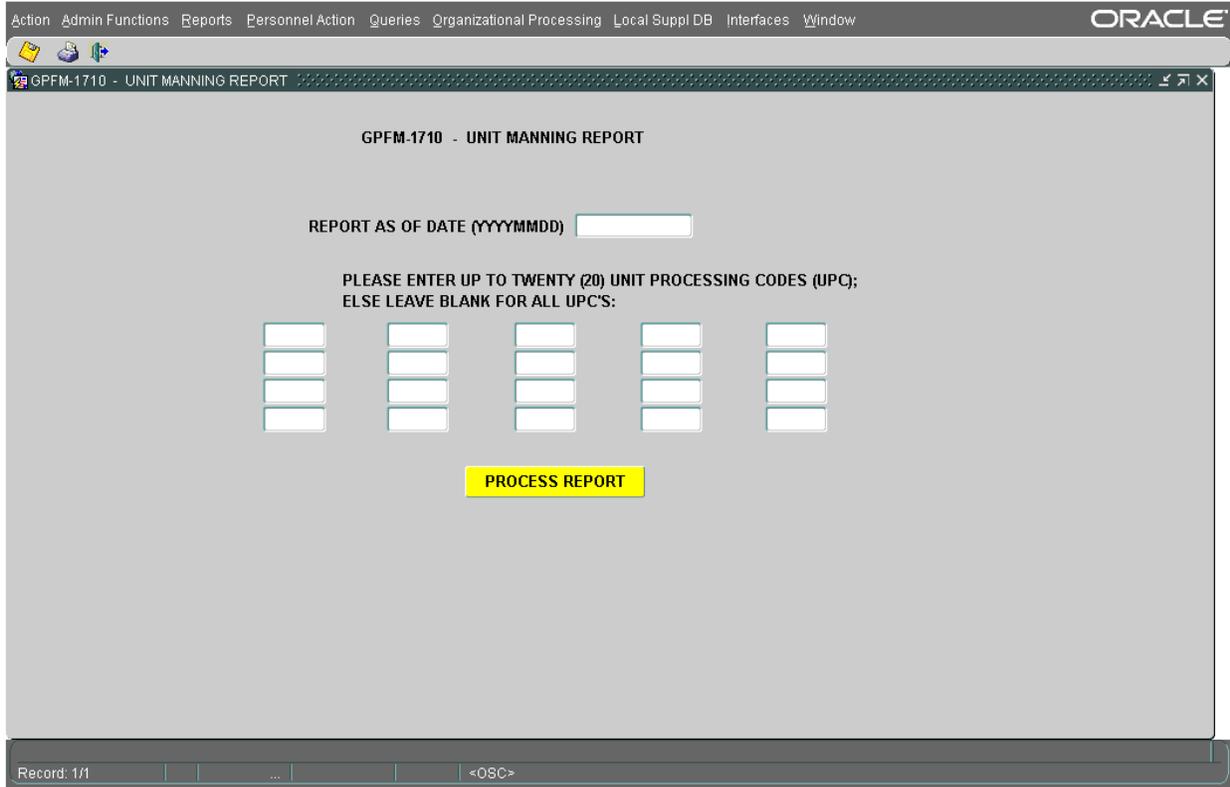


Figure 4-21. GPFM-1710 UNIT MANNING REPORT Screen

Table 4-21 describes the fields and the button on this screen.

Table 4-21. GPFM-1710-UNIT MANNING REPORT Screen Description

Field/Button	Description
REPORT AS OF DATE (YYYYMMDD)	Define that the report includes information up to this date.
PLEASE ENTER UP TO TWENTY (20) UNIT PROCESSING CODES (UPC): ELSE LEAVE BLANK FOR ALL UPC'S:	Enter from 1 to 20 UPCs or leave all fields blank to receive all UPCs data on the report.
PROCESS REPORT	Generate the report.

4.4.17 GPFM-1420 UNIT RECORD OF RESERVE TRAINING (DA FORM 1379) Screen

Use this screen to generate a GPFM-1420 UNIT RECORD OF RESERVE TRAINING (DA FORM 1379) report.

Access this screen (Figure 4-22) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPFM-1420 UNIT RECORD OF RESERVE TRAINING (DA FORM 1379)**.

Action Admin Functions Reports Personnel Action Queries Organizational Processing Local Suppl DB Interfaces Window ORACLE

GPFM-1420 - UNIT RECORD OF RESERVE TRAINING (DA FORM 1379)

GPFM-1420 - UNIT RECORD OF RESERVE TRAINING (DA FORM 1379)

PLEASE ENTER THE FOLLOWING DRILL DATE (YYYYMM)

AT BEGINNING DATE (YYYYMMDD)

AT ENDING DATE (YYYYMMDD)

FOR SSN SORT, ENTER 'S'; FOR ALPHA SORT ENTER 'A'

PLEASE ENTER UP TO TWENTY (20) UNIT PROCESSING CODES (UPC);
ELSE LEAVE BLANK FOR ALL UPC:

<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Run Report

Record: 1/1 ... <OSC>

Figure 4-22. GPFM-1420 UNIT RECORD OF RESERVE TRAINING (DA FORM 1379) Screen

DRAFT

Table 4-22 describes the fields and the button on this screen.

Table 4-22. GPFM-1420 UNIT RECORD OF RESERVE TRAINING (DA FORM 1379) Screen Description

Field/Button	Description
PLEASE ENTER THE FOLLOWING DRILL DATE (YYYYMM)	Enter the date to start drilling down through the SIDPERS database.
AT BEGINNING DATE (YYYYMMDD)	Enter the beginning date of the report period.
AT ENDING DATE (YYYYMMDD))	Enter the ending date of the report period.
FOR SSN SORT, ENTER 'S', FOR ALPHA SORT ENTER 'A'	Enter S or A to sort the results by SSNs or alphabetically.
PLEASE ENTER UP TO TWENTY (20) UNIT PROCESSING CODES (UPC) ELSE LEAVE BLANK FOR ALL UPC:	Enter from 1 to 20 UPCs or leave all fields blank to receive all UPCs data on the report.
Run Report	Generate the report.

4.4.18 GPFM-1460 Unresolved Error Report By Unit Report Parameter Form

Use this report parameter form to generate a GPFM-1460 Unresolved Error Report By Unit report.

You can access this report parameter form (Figure 4-23) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPFM-1460 Unresolved Error Report By Unit**.

Submit Query
Reset

Report Parameters

Enter values for the parameters

Input Date (YYYYMMDD):

Figure 4-23. GPFM-1460 Unresolved Error Report By Unit Report Parameter Form

Table 4-23 describes the field and buttons on this form.

**Table 4-23. GPFR-1460 Unresolved Error Report By Unit Report
Parameter Form Description**

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Reset	Clear the Input Date field.
Submit Query	Complete the query.

4.4.19 GPFR-1820 Update Error Report Parameter Form

Use this report parameter form to generate a GPFR-1820 Update Error report.

You can access this report parameter form (Figure 4-24) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPFR-1820 Update Error Report**.

Figure 4-24. GPFR-1820 Update Error Report Parameter Form

Table 4-24 describes the field and buttons on this form.

Table 4-24. GPFR-1820 Update Error Report Parameter Form Description

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Reset	Clears the Input Date field.
Submit Query	Completes the query.

4.4.20 GPFR-1200 Strength Accountability Report Parameter Form

Use this report parameter form to generate a GPFR-1200 Strength Accountability report.

You can access this report parameter form (Figure 4-25) from the **SIDPERS Main** screen by clicking the **Reports** menu and selecting **GPFR-1200 Strength Accountability Report**.

Submit Query Reset

Report Parameters
Enter Valid As Of Date (YYYYMMDD)
Input Date

Figure 4-25. GPFR-1200 Strength Accountability Report Parameter Form

Table 4-25 describes the field and buttons on this form.

Table 4-25. GPFR-1200 Strength Accountability Report Parameter Form Description

Field/Button	Description
Input Date (YYYYMMDD)	Enter the date of the report.
Reset	Clears the Input Date field.
Submit Query	Completes the query.

4.5 Personnel Action

4.5.1 TRANS MNEMONIC MENU Screen

Use this screen to enter the personnel action code and the individual’s data in order to change the individual’s personal information.

To access this screen (Figure 4-26) from the **SIDPERS Main** screen, click the **Personnel Action** menu.

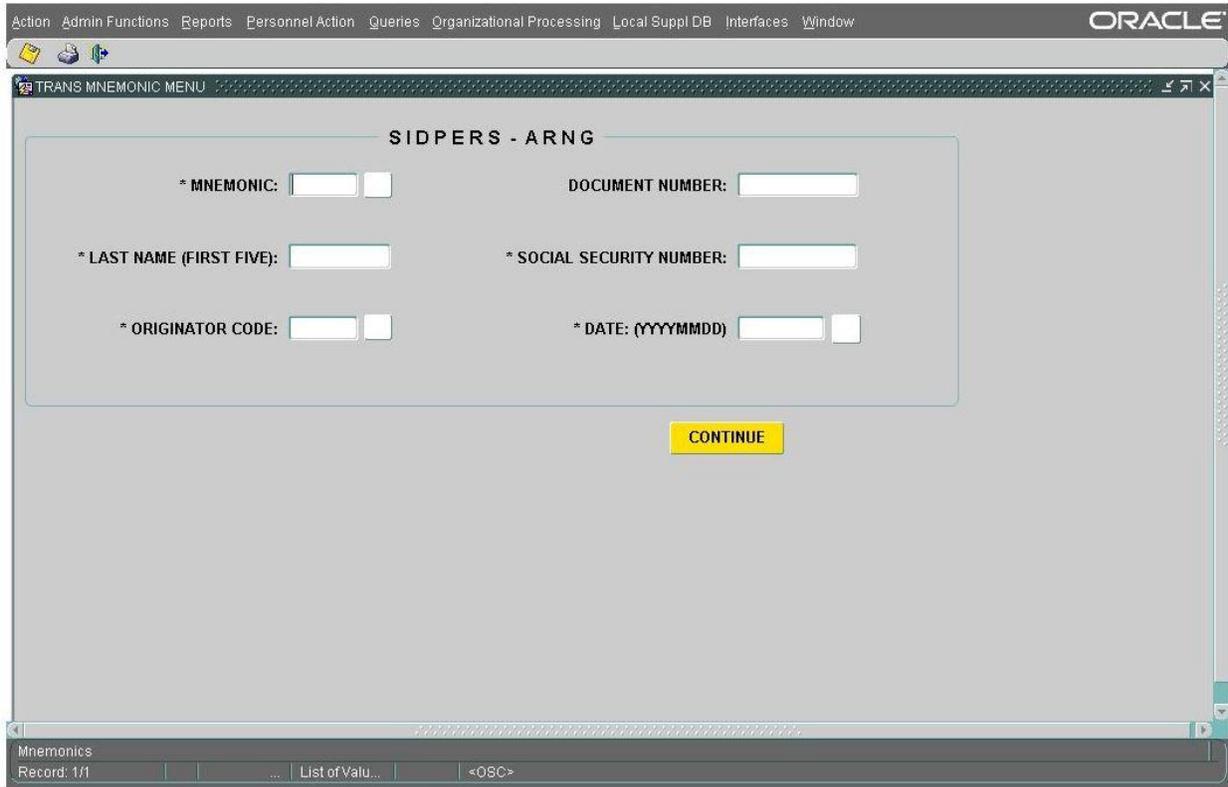


Figure 4-26. TRANS MNEMONIC MENU Screen

Table 4-26 describes the fields and the button on this screen.

Table 4-26. TRANS MNEMONIC MENU Screen Description

Field/Button	Description
*MNEMONIC:	<p>Click the pull-down menu and select one of the options. You may also enter the code directly into the field.</p> <p>All data that you input to the SIDPERS-10g database begins with entering on the screen of a Transaction Mnemonic. Each input transaction has its own mnemonic that uniquely identifies the type of transaction being entered:</p> <ul style="list-style-type: none"> Personnel Gain, Loss, or Update Type of record to be updated (Active, Inactive) Military Personnel Class
DOCUMENT NUMBER:	<p>Enter the document number. This field can be used by the SIDPERS SIB as part of the document audit trail. The SIB may create its own data code for this element.</p>

Field/Button	Description
LAST NAME (FIRST FIVE):	<p>Enter the first five characters of the last name of the individual whose record is being affected by the transaction. Entry must be alphanumeric and contain no spaces or punctuation. If the last name contains less than five characters, left-justify the entry.</p> <p>Example: ITO (Ito, Samuel J) BOUCH (Bouchard, Kenneth E)</p>
*SOCIAL SECURITY NUMBER:	<p>Enter the individual's Social Security Number. Do not use spaces or punctuation.</p> <p>Example: 123456789 (for SSN 123-45-6789)</p> <p>If the number is not in the system the following message displays: Record For Service Member Does Not Exist in PERS_SVCMBR_TBL</p>
*ORIGINATOR CODE:	<p>Click the drop-down menu and select one of the options. This code is created at the SIB and identifies the originator of the personnel action. Creation of originator codes is in accordance with <i>NGB Pam 25 10, Standard Installation/Division Personnel System (SIDPERS-10G) Data Element Dictionary</i>.</p>
*DATE (YYYYMMDD)	<p>Click the drop-down menu and select the effective date (YYYYMMDD) of the action, such as gain, loss, transfer, or grade change. It does not necessarily relate to the date the transaction is being input or processed. It cannot be a future date.</p> <p>Example: 20080101 (1 January 2008)</p>
CONTINUE	Click to go to the any Personnel Action screens.

4.5.2 ADMINISTRATIVE ADDITION Screen

Use this screen to add a record to the SIDPERS-10G Personnel File for a member who was discharged/separated erroneously.

To access this screen (Figure 4-27) from the **TRANS MNEMONIC MENU** screen, enter **ADMA** in the ***MNEMONIC** field and enter the required data. Note that **A** is automatically entered into the ***TYPE OF CHANGE** field.

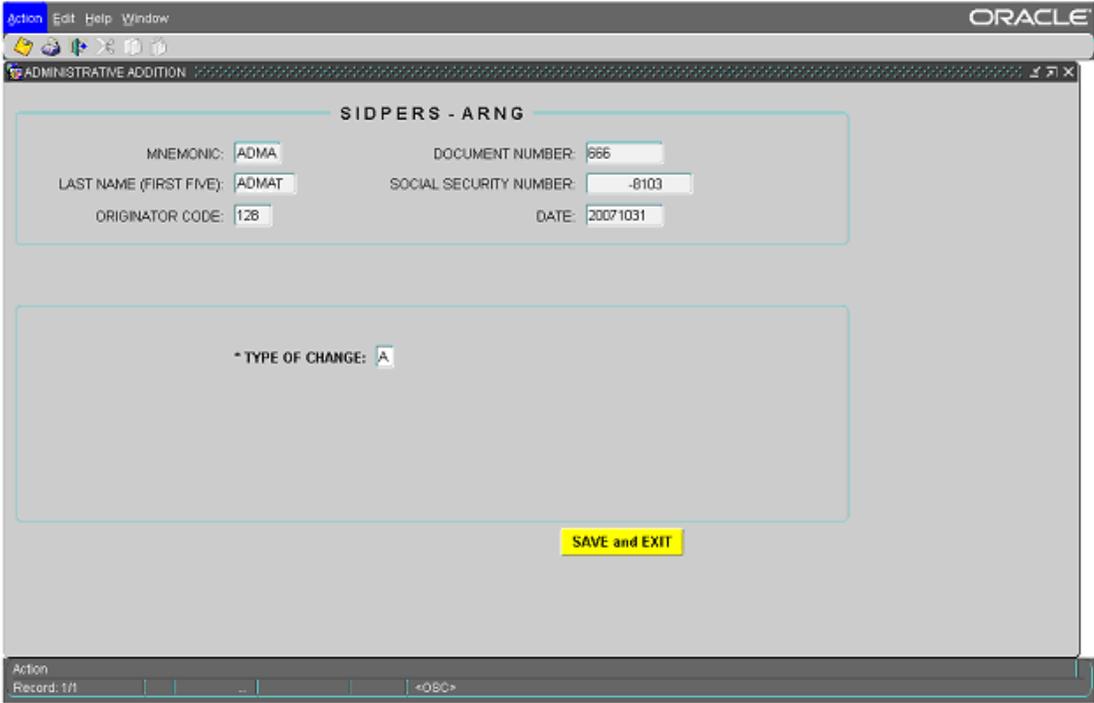


Figure 4-27. ADMINISTRATIVE ADDITION Screen

Table 4-27 describes the field and the button on this screen.

Table 4-27. ADMINISTRATIVE ADDITION Screen Description

Field/Button	Description
*TYPE OF CHANGE	The system populates this field based on the data you entered in the TRANS MNEMONIC MENU screen.
SAVE and EXIT	If you have made changes and you click this button, the following type of message displays: FRM-40400: Transaction complete: 1 records applied and saved. Click OK . The new information is saved and you are returned to the TRANS MNEMONIC MENU screen.

4.5.3 ADDRESS MAILING INDIVIDUAL Screen

Use this screen to change or correct an individual’s mailing address.

To access this screen (Figure 4-28) from the **TRANS MNEMONIC MENU** screen, enter **ADRI** in the ***MNEMONIC** field and enter the required data.

The screenshot shows the 'ADDRESS MAILING INDIVIDUAL' screen within the 'SIDPERS - ARNG' application. The interface includes a menu bar (Action, Edit, Help, Window) and the Oracle logo. The main content area is divided into two sections. The top section contains fields for: MNEMONIC (ADRI), DOCUMENT NUMBER (6666), LAST NAME (FIRST FIVE) (ADRI N), SOCIAL SECURITY NUMBER (-4970), ORIGINATOR CODE (200), and DATE (20071017). The bottom section contains fields for: STREET ADDRESS (335 JASPER LN), ADDRESS CITY (JASPER), STATES OF US (AL), * ZIP CODE (35504), MAIL APO/FPO IDENT, and COUNTRY OF RESIDENCE CURRENT. A yellow 'SAVE and EXIT' button is located at the bottom right of the form area. The status bar at the bottom indicates 'Current Street Address' and 'Record: 1/1'.

Figure 4-28. ADDRESS MAILING INDIVIDUAL Screen

Table 4-28 describes the fields and the button on this screen.

Table 4-28. ADDRESS MAILING INDIVIDUAL Screen Description

Field/Button	Description
STREET ADDRESS	The field is automatically populated with the current SIDPERS data. The field contains the number of an edifice, with the name of the street, avenue, boulevard, or other identification, such as Post Office Box Number, Post Office Station, and Rural Route. Example: 509 West Broad St
ADDRESS CITY	The field is automatically populated with the current SIDPERS data.
STATES OF US	The field is automatically populated with the current SIDPERS data. Use the standard alphabetic state code. Example: North Carolina (NC) Note: The District of Columbia and the territories of Guam, Puerto Rico, and the U.S. Virgin Islands are entered under states of the United States.

Field/Button	Description
*ZIP CODE	<p>The field is automatically populated with the current SIDPERS data.</p> <p>Displays the individual's ZIP code, postal code or Army Post Office/Fleet Post Office (APO/FPO) Identification Number.</p> <p>Example: 28348</p>
MAIL APO/FPO IDENT	<p>The field is automatically populated with the current SIDPERS data.</p> <p>MAIL APO/FPO IDENTIFICATION: Displays the APO/FPO addresses beginning at the leftmost position.</p> <p>Example: APO NY 09305</p> <p>Note: APO/FPO Identification Number must be entered in the ZIP CODE Field.</p>
COUNTRY OF RESIDENCE CURRENT	<p>The field is automatically populated with the current SIDPERS data.</p> <p>Data must be a standard alphabetic country code.</p> <p>Example: France (FR)</p>
SAVE and EXIT	<p>If you have made changes and you click this button, the following type of message displays:</p> <p>FRM-40400: Transaction complete: 1 record applied and saved.</p> <p>Click OK. The new information is saved and you are returned to the TRANS MNEMONIC MENU screen.</p>

NOTE:
If a service member has a physical address enter Street Address, Address City, States of US and Zip Code fields. If a service member has a Mail APO/FPO Identification enter information in this field only.

4.5.4 ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE Screen

Use this screen to change or correct a previously entered Armed Forces Qualification Test Percentile Score.

To access this screen (Figure 4-29) from the **TRANS MNEMONIC MENU** screen, enter **AFTS** in the ***MNEMONIC** field and enter the required data.

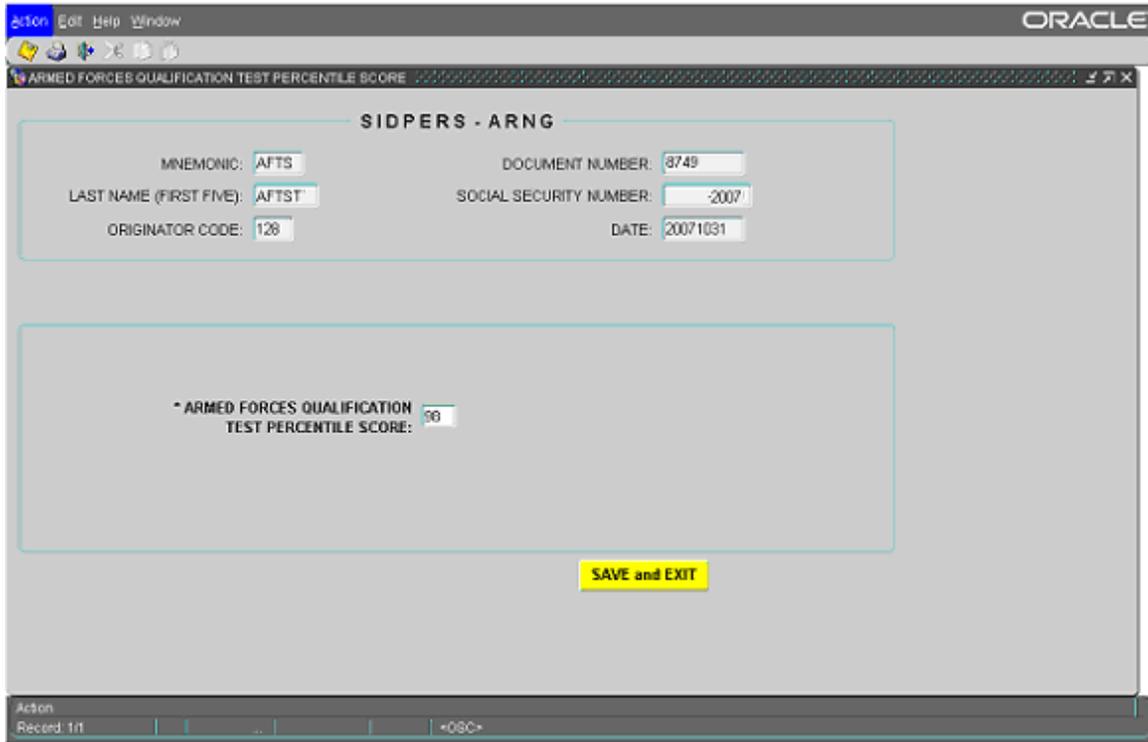


Figure 4-29. ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE Screen

Table 4-29 describes the field and the button on this screen.

Table 4-29. ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE Screen Description

Field/Button	Description
*ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE:	Enter the new numeric data in this field. Justify with leading zeros if the score is less than 100. Example: 092 (92% is the score that the individual received on the qualification test for enlistment.) NOTE 1: Enter 000 for those individuals who are not required to be tested (for example, Eskimo Scout). NOTE 2: Applies only to MPC of E (Enlisted). Cannot be performed on individuals with MPC = W, O

Field/Button	Description
SAVE and EXIT	If you have made changes and you click this button, the following type of message displays: FRM-40400: Transaction complete: 1 records applied and saved. Click OK . The new information is saved and you are returned to the TRANS MNEMONIC MENU screen.

4.5.5 ASSIGNMENT/LOSS REASON AND DATE Screen

This screen allows you to change or correct a previous entry.

To access this screen (Figure 4-30) from the **TRANS MNEMONIC MENU** screen, enter **ALCD** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

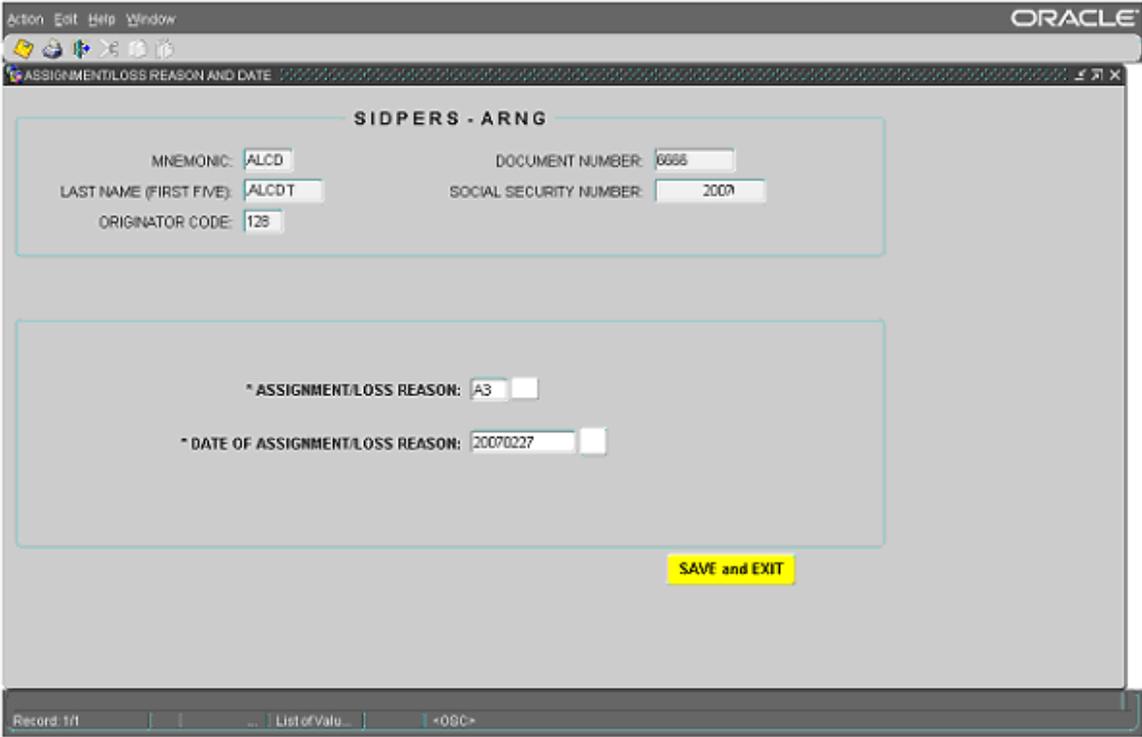


Figure 4-30. ASSIGNMENT/LOSS REASON AND DATE Screen

Table 4-30 describes the fields and the button on this screen.

Table 4-30. ASSIGNMENT/LOSS REASON AND DATE Screen Description

Field/Button	Description
*ASSIGNMENT/LOSS REASON:	Enter the reason for a gain or a loss; for example, assignment, reassignment, separation, or discharge. It consists of alphabetic codes and combinations of numeric and alphabetic codes. For Example: A3 (Enlisted) – in this case Assignment/Loss Reason is used to indicate the reason for gain.
*DATE OF ASSIGNMENT/LOSS REASON:	Enter the effective date (YYYYMMDD). For Example: 20070831 (31 August 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database. A Forms message box appears with a message such as <i>CONTROL NUMBER 8AD00001</i> . Click OK . A second Forms message box appears with a message such as <i>FRM-40400: Transaction complete: 1 records applied and saved</i> . Click OK .

4.5.6 ARMY PHYSICAL FITNESS TEST Screen

Use this screen to record the results of an individual's current and previous APFT results, scores and date administered, pending implementation of Army Physical Fitness Testing in the ARNG.

To access this screen (Figure 4-31) from the **TRANS MNEMONIC MENU** screen, enter **APFT** in the ***MNEMONIC** field and enter the required data.

Figure 4-31. ARMY PHYSICAL FITNESS TEST Screen

Table 4-31 describes the fields and the button on this screen.

Table 4-31. ARMY PHYSICAL FITNESS TEST Screen Description

Field/Button	Description
APFT_RESULT:	Enter the APFT result for the most recent test administered Example: Pass (P) or Fail (F)
APFT_SCORE:	Enter the numeric score an individual receives at completion of the APFT test. Example: 300
YR_MO_APFT_ADMIN:	YEAR AND MONTH APFT ADMINISTERED Enter the year and month (YYYYMM) that the individual took the Army Physical Fitness Test. Example: 200801
PREV_APFT_RESULT:	PREVIOUS APFT RESULT Prev_APFT_RESULT is populated upon completion of the transaction.
PREV_APFT_SCORE:	PREVIOUS APFT SCORE Prev_APFT_Score is populated upon completion of the transaction.

Field/Button	Description
YR_MO_PREV_APFT_ADMIN:	YEAR AND MONTH OF PREVIOUS APFT ADMINISTERED YR_MO_PREV_APFT_ADMIN is populated upon completion of the transaction.
RSN_INELIG_APFT	REASON INELIGIBLE FOR APFT This alphabetic code indicates the reason an individual is ineligible for the APFT.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.7 ATTACHED Screen

Use this screen to attach or relieve the individual from attachment.

To access this screen (Figure 4-32) from the **TRANS MNEMONIC MENU** screen, enter **ATCH** in the ***MNEMONIC** field and enter the required data.

The screenshot shows the 'ATTACHED' screen within the 'SIDPERS - ARNG' application. The interface includes a menu bar (Action, Edit, Help, Window) and the Oracle logo. The main area contains several input fields:

- MNEMONIC:
- DOCUMENT NUMBER:
- LAST NAME (FIRST FIVE):
- SOCIAL SECURITY NUMBER:
- ORIGINATOR CODE:
- DATE:
- * TYPE ATTACHMENT:
- * UNIT PROCESSING CODE OF ATTACHMENT:
- ATTACHED PAYROLL NUMBER:
- ATTACHMENT CODE:
- EFFECTIVE DATE OF ATTACHMENT:
- EXPIRATION DATE OF ATTACHMENT:

A yellow button labeled 'SAVE and EXIT' is located at the bottom center of the form area. The status bar at the bottom left shows 'Record: 1/1' and '<OSC>'.

Figure 4-32. ATTACHED Screen

Table 4-32 describes the fields and the button on this screen.

Table 4-32. ATTACHED Screen Description

Field/Button	Description
ATTACHED PAYROLL NUMBER	Enter Payroll Number of the unit to which the individual is being attached. Example: 030
ATTACHMENT CODE	Indicates the status of the individual attached. Example: (A) ATTACHED FOR ADMINISTRATION, TRAINING, AND PAY (D) RELIEF FROM ATTACHMENT
EFFECTIVE DATE OF ATTACHMENT	Enter the date (YYYYMMDD) when attachment becomes effective. Example: 20080614 (14 June 2008)
EXPIRATION DATE OF ATTACHMENT	Enter the date (YYYYMMDD) when attachment expires. Example: 20090614 (14 June 2009) NOTE: Expiration Date of Attachment cannot exceed Expiration Term of Service (ETS) date or MRD and must be a future date.
*UNIT PROCESSING CODE OF ATTACHMENT	Identification of the unit to which an individual is attached. Example: FYITB [The UPC is the Unit Identification Code (UIC) minus the W.] The UPC has to exist in the state.
*TYPE OF ATTACHMENT	Designates the type of unit the individual is attached to or the reason for attachment. Example: 31 (RELIEF FROM ATTACHMENT) 45 (ATTACHED TO UNIT IN HOME STATE)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.8 AVIATION DATA Screen

Use this screen to update aviation data to provide MPB information required by the Aviation Career Incentive Branch.

To access this screen (Figure 4-33) from the **TRANS MNEMONIC MENU** screen, enter **AVDA** in the ***MNEMONIC** field and enter the required data.

Figure 4-33. AVIATION DATA Screen

Table 4-33 describes the fields and the button on this screen.

Table 4-33. AVIATION DATA Screen Description

Field/Button	Description
TOT_FED_OFF_SVC_DATE	<p>TOTAL FEDERAL OFFICER SERVICE DATE</p> <p>Enter a date (YYYYMMDD) that is established to determine the incentive pay rate using the total of all officer creditable service. This field only applies to Aviators. You can't leave the field blank; you will need to fill the field with zeros.</p> <p>Example: 20080729 (29 July 2008)</p>
AVN_SVC_ENTRY_DATE	<p>AVIATION SERVICE ENTRY DATE</p> <p>This date (YYYYMMDD) is used to determine the aviation career incentive pay entitlement amount. It should not be adjusted. For guidance about establishment of this date, see <i>NGB Pam 25 10</i>.</p> <p>Example: 20080115 (15 January 2008)</p>
CURR_AERO_RTG	<p>CURRENT AERONAUTICAL RATING</p> <p>Enter the code to identify the individual's crew position for which a rating has been received.</p> <p>Example: Astronaut (A), Observer (F)</p>

Field/Button	Description
IPAY_NBR_ONE	<p>INCENTIVE PAY NUMBER ONE</p> <p>This is the first pay over and above basic pay for hazardous duty. Enter the numeric code. You can't leave the field blank; you will need to fill the field with zeros.</p> <p>Example: FLYING PAY CREWMEMBER (1)</p>
IPAY_NBR_TWO	<p>INCENTIVE PAY NUMBER TWO</p> <p>This is a second pay over and above basic pay for hazardous duty. Enter appropriate numeric code. You can't leave the field blank; you will need to fill the field with zeros.</p> <p>Example: FLYING PAY – CREWMEMBER (1)</p>
DATE_OF_IPAY_NBR_ONE:	<p>DATE OF INCENTIVE PAY NUMBER ONE</p> <p>Enter the effective date (YYYYMMDD) of entitlement or termination.</p> <p>Example: 20081111 (11 November 2008)</p>
DATE_OF_IPAY_NBR_TWO:	<p>DATE OF INCENTIVE PAY NUMBER TWO</p> <p>Enter the effective date (YYYYMMDD) of entitlement or termination.</p> <p>Example: 20081005 (5 October 2008)</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.9 APPOINTMENT WAIVER CONDITIONS Screen

Use this screen to update, delete, or correct commissioned officers' and warrant officers' Appointment Waiver Condition(s).

To access this screen (Figure 4-34) from the **TRANS MNEMONIC MENU** screen, enter **AWC** in the ***MNEMONIC** field and enter the required data.

The screenshot shows a web browser window with the Oracle logo in the top right corner. The browser title bar reads "APPOINTMENT WAIVER CONDITION". The main content area is titled "SIDPERS - ARNG". It contains several input fields arranged in two columns. The left column includes "MNEMONIC:" with the value "AWC", "LAST NAME (FIRST FIVE):" with the value "JONES", and "ORIGINATOR CODE:" with the value "TST". The right column includes "DOCUMENT NUMBER:" (empty), "SOCIAL SECURITY NUMBER:" with the value "-2008", and "DATE:" with the value "20080331". Below these fields is a larger container with two rows, each labeled "APPOINTMENT WAIVER CONDITION:" followed by a value in a small box and an empty checkbox. The first row has the value "A8" and the second row has the value "A5". At the bottom right of the container is a yellow button labeled "SAVE and EXIT".

Figure 4-34. APPOINTMENT WAIVER CONDITIONS Screen

Table 4-34 describes the fields and the button on this screen.

DRAFT

Table 4-34. APPOINTMENT WAIVER CONDITIONS Screen Description

Field/Button	Description
*APPOINTMENT WAIVER CONDITION	<p>APPOINTMENT WAIVER CONDITION</p> <p>This data element appears in two places on the screen. The first field is required; the second is optional. When you correct or remove an entry, you must enter the code presently in the database in the first field and then the new code is entered.</p> <p>The new code overlays the old code, changing it, and the database is updated. When a soldier has more than one waiver, this transaction is done for each waiver condition separately. There are fields in the database to store four waiver conditions for officers.</p> <p>See the following examples:</p> <p>Correcting an entry: In the first field, enter the code to be corrected. The code presently resident on the database is A6 (AGE AND SERVICE). Enter the new code A8 (MEDICAL) in the second field. The database now contains A8 (AVIATION OFFICER ASSIGNED TO FILL AVIATION WO POSITION).</p> <p>Removing (deleting) an entry: In the first field, enter the code to be deleted. The code presently resident in the database is C8 (AVIATION OFFICER ASSIGNED TO FILL AVIATION WO POSITION). Enter a code of YY in the second field. The code YY deletes the old code from the SIDPERS database.</p> <p>Adding a code to the database: Enter the code in the first field. B1 (PREVIOUS DISCHARGE FOR DEPENDENCY OR HARDSHIP) A second entry is not required to add an Appointment Waiver Condition code to the SIDPERS database. The database now contains B1.</p>
APPOINTMENT WAIVER CONDITION	See description directly above.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.10 BENEFIT STATUS WAIVER CODE Screen

Use this screen to update or correct the record of an individual receiving Veterans Administration (VA) or Retirement Benefits.

To access this screen (Figure 4-35) from the **TRANS MNEMONIC MENU** screen enter **BSWC** in the ***MNEMONIC** field and enter the required data.

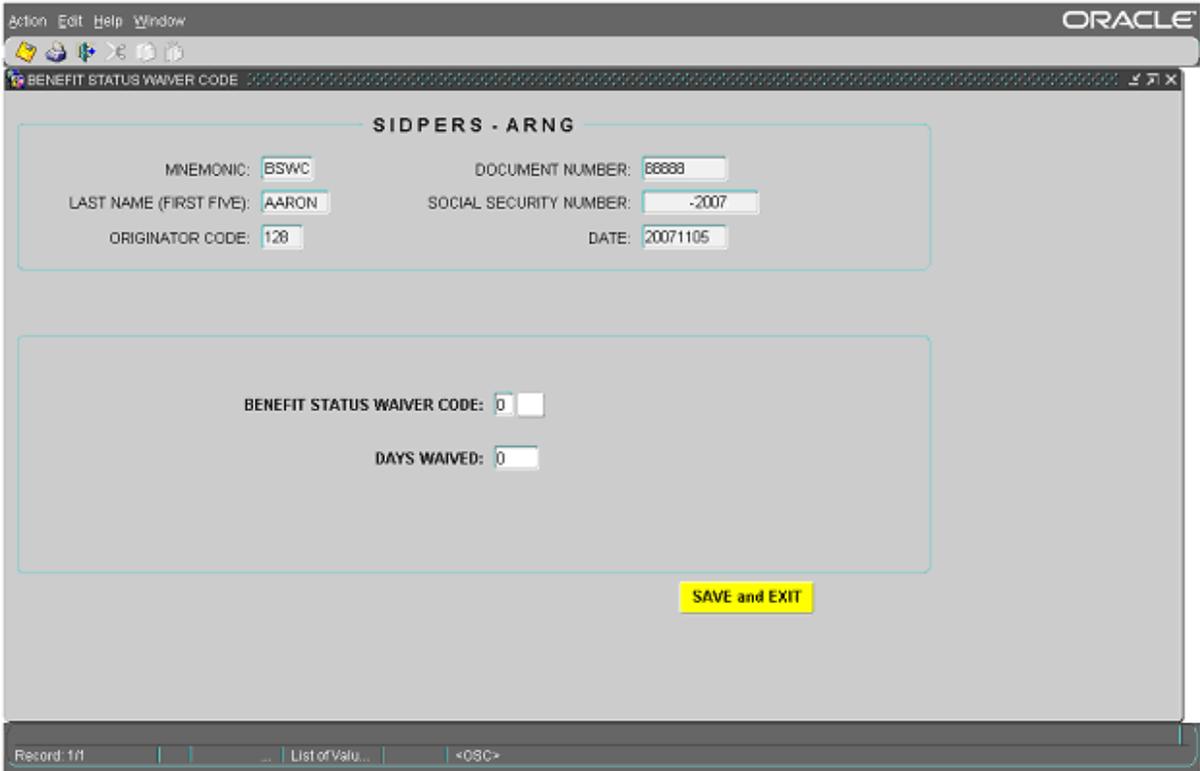


Figure 4-35. BENEFIT STATUS WAIVER CODE Screen

Table 4-35 describes the fields and the button on this screen.

Table 4-35. BENEFIT STATUS WAIVER CODE Screen Description

Field/Button	Description
BENEFIT STATUS WAIVER CODE:	BENEFIT STATUS WAIVER CODE Enter the numeric code. Example: 3 (VETERANS ADMINISTRATION BENEFIT PAY, WAIVE VA BENEFIT PAY) NOTE: If Benefit Status Waiver Code is input with any codes other than 0, then the Days Waived must be entered.

Field/Button	Description
DAYS WAIVED	<p>DAYS WAIVED</p> <p>Enter the number of days of Retired Pay, Veterans' Administration Benefit Pay, or Inactive Duty Training (IDT) Pay waived by the individual. Justify with leading zero(s) if days waived are less than 100.</p> <p>Example: 068 (VA Benefits were waived for 68 days.)</p> <p>NOTE: See <i>NGB Pam 37-104-10</i> for more information about pay waived</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.11 CIVILIAN EDUCATION Screen

Use this screen to change or correct Civilian Education Level or Major Subject of College Education.

Access this screen (Figure 4-36) from the **TRANS MNEMONIC MENU** screen by entering **CEDL** in the ***MNEMONIC** field and then entering all the required data. The fields are automatically populated with current SIDPERS data.

The screenshot displays the 'CIVILIAN EDUCATION' screen within the 'SIDPERS - ARNG' application. The interface includes a menu bar at the top with 'Action Edit Help Window' and the 'ORACLE' logo. The main window title is 'CIVILIAN EDUCATION'. The form contains the following fields:

- MNEMONIC: CEDL
- DOCUMENT NUMBER: 77787355
- LAST NAME (FIRST FIVE): CEDLN
- SOCIAL SECURITY NUMBER: -3007
- ORIGINATOR CODE: 128
- DATE: 20071105
- * CIVILIAN EDUCATION LEVEL: [dropdown menu]
- MAJOR SUBJECT OF COLLEGE EDUCATION: [dropdown menu]
- CIV-ED-SEM-HR-OY: [dropdown menu]

A yellow button labeled 'SAVE and EXIT' is located at the bottom right of the form area. The status bar at the bottom shows 'Record: 1/1' and navigation options like 'List of Valu...' and '<OESC>'. A large 'DRAFT' watermark is visible across the center of the image.

Figure 4-36. CIVILIAN EDUCATION Screen

Table 4-36 describes the fields and the button on this screen.

Table 4-36. CIVILIAN EDUCATION Screen Description

Field/Button	Description
*CIVILIAN EDUCATION LEVEL:	The level of formal non-military education Example: N (2 YEARS OF COLLEGE COMPLETED) NOTE: Civilian Education Level of College GED or higher requires an entry in data element 'Major Subject of College Education.'
MAJOR SUBJECT OF COLLEGE EDUCATION:	Enter the alphabetic value for the major field of study pertaining to the highest civilian education of the individual. Example: BBB (PERSONNEL MANAGEMENT/ADMINISTRATION) NOTE: YYY deletes code from the database.
CIV_ED_SEM_HR_QY	CIVILIAN EDUCATION SEMESTER HOURS/QUARTERS Enter the number of credit hours as 000-999.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.12 CITIZENSHIP STATUS, U.S. ORIGIN Screen

Use this screen to correct or change an individual's citizenship status.

To access this screen (Figure 4-37) from the **TRANS MNEMONIC MENU** screen, enter **CITZ** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with the current SIDPERS data.

Figure 4-37. CITIZENSHIP STATUS, U.S. ORIGIN Screen

Table 4-37 describes the fields and the button on this screen.

Table 4-37. Citizenship Status, U.S. Origin Screen Description

Field/Button	Description
*CITIZENSHIP STATUS UNITED STATES ORIGIN:	Must be alphabetic. Example: A (NATIVE BORN)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.13 CIVILIAN OCCUPATION Screen

Use this screen to change or correct Civilian Occupation, Civilian Grade, Technician/Selective Service Code, or Civilian Employer.

- When an individual goes to AGR status, input an EADT transaction. This input updates Civilian Grade, Civilian Occupation, and Civilian Employer.
- For enlisted members in the bonus program who are employed as ARNG technicians, an Enlistment/Reenlistment Bonus Reserve (ERBR) transaction must be input with code *K* in data element **CURR INC TERM STAT**.

To access this screen (Figure 4-38) from the **TRANS MNEMONIC MENU** screen, enter **CIVO** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

Oracle
CIVILIAN OCCUPATION

SIDPERS - ARNG

MNEMONIC: CIVO DOCUMENT NUMBER: 45327589
LAST NAME (FIRST FIVE): CIVO T SOCIAL SECURITY NUMBER: -2007
ORIGINATOR CODE: 128 DATE: 20071105

CIVILIAN GRADE: YYYY
TECHNICIAN/SELECTIVE SERVICE CODE: N
CIVILIAN OCCUPATION: 869
CIVILIAN EMPLOYER: 2

SAVE and EXIT

Record: 1/1 List of Valu... <08C>

Figure 4-38. CIVILIAN OCCUPATION Screen

DRAFT

Table 4-38 describes the fields and the button on this screen.

Table 4-38. CIVILIAN OCCUPATION Screen Description

Field/Button	Description
CIVILIAN GRADE:	<p>Identifies the grade of Federal Civil Servant to include ARNG technicians. Example: GS-11 (GENERAL SCHEDULE, GRADE LEVEL 11) NOTE: A change in TECHNICIAN/SELECTIVE SERVICE CODE blanks this field when it is necessary to delete this entry.</p>
TECHNICIAN/SELECTIVE SERVICE CODE:	<p>Enter the alphabetic code that identifies a member of a reserve component employed as a technician or assigned to a Selective Service position. Upon termination of Technician/Selective Service employment, enter code <i>N</i>. Example: T (TECHNICIAN PROVIDING FULL-TIME UNIT SUPPORT, NOT WORKING AT STATE HEADQUARTERS OR UNITED STATES PROPERTY AND FISCAL OFFICE (USPFO) OR RECRUITING FORCE) N Not performing as a technician (Also, used to withdraw other Technician/Selective Service codes.) NOTE: If an individual has a Technician/Selective Service code of M, T, U, or Z, the Civilian Grade must have an entry.</p>
CIVILIAN OCCUPATION:	<p>Describes the individual's full-time occupation. Example: 10 (MINING AND PETROLEUM ENGINEERING OCCUPATIONS) NOTE: If AGR, then enter code 378.</p>
CIVILIAN EMPLOYER:	<p>Identifies individual's full-time employer Example: H (DEPARTMENT OF AGRICULTURE) NOTE 1: When an individual is a technician, not AGR, the Civilian Employer must be <i>K</i>. NOTE 2: When a technician is on AGR tour, the technician code [Technical Support Services Contract (TSSC)] does not change, but the Civilian Employer code should be eight.</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.14 CURRENT ORGANIZATION IDENTIFICATION Screen

Use this screen to correct a previous entry for Current Organization Identification.

To access this screen (Figure 4-39) from the **TRANS MNEMONIC MENU** screen, enter **COCD** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with the current SIDPERS data.

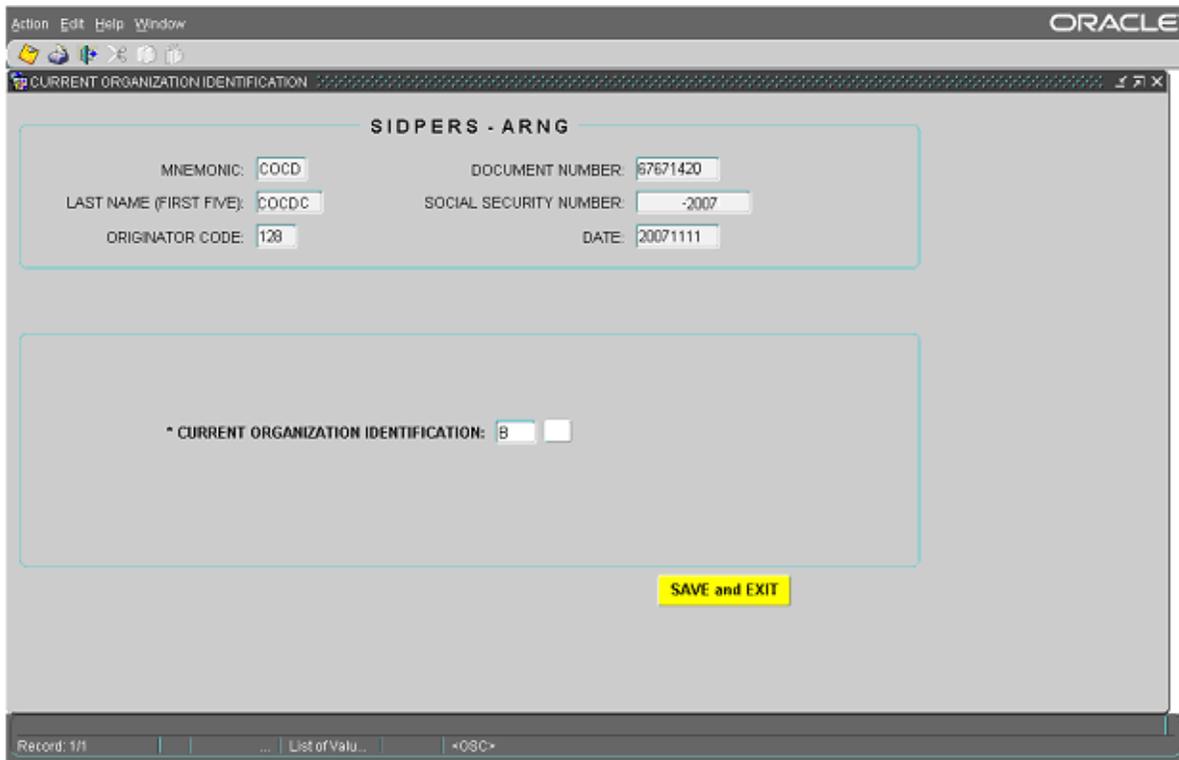


Figure 4-39. CURRENT ORGANIZATION IDENTIFICATION Screen

Table 4-39 describes the field and the button on this screen.

Table 4-39. CURRENT ORGANIZATION IDENTIFICATION Screen Description

Field/Button	Description
CURRENT ORGANIZATION IDENTIFICATION:	Identifies the reserve category or service component to which an individual is currently assigned. Enter the alphabetic code required to complete the change or correction. Example: B (ARMY NATIONAL GUARD UNIT)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.15 CURRENT PROCUREMENT AND DATE Screen

Use this screen to correct a previous entry for Current Procurement source and/or Date of Current Procurement. Use this screen for prior service personnel only.

To access this screen (Figure 4-40) from the **TRANS MNEMONIC MENU** screen, enter **CPSD** in the ***MNEMONIC** field and enter the required data.

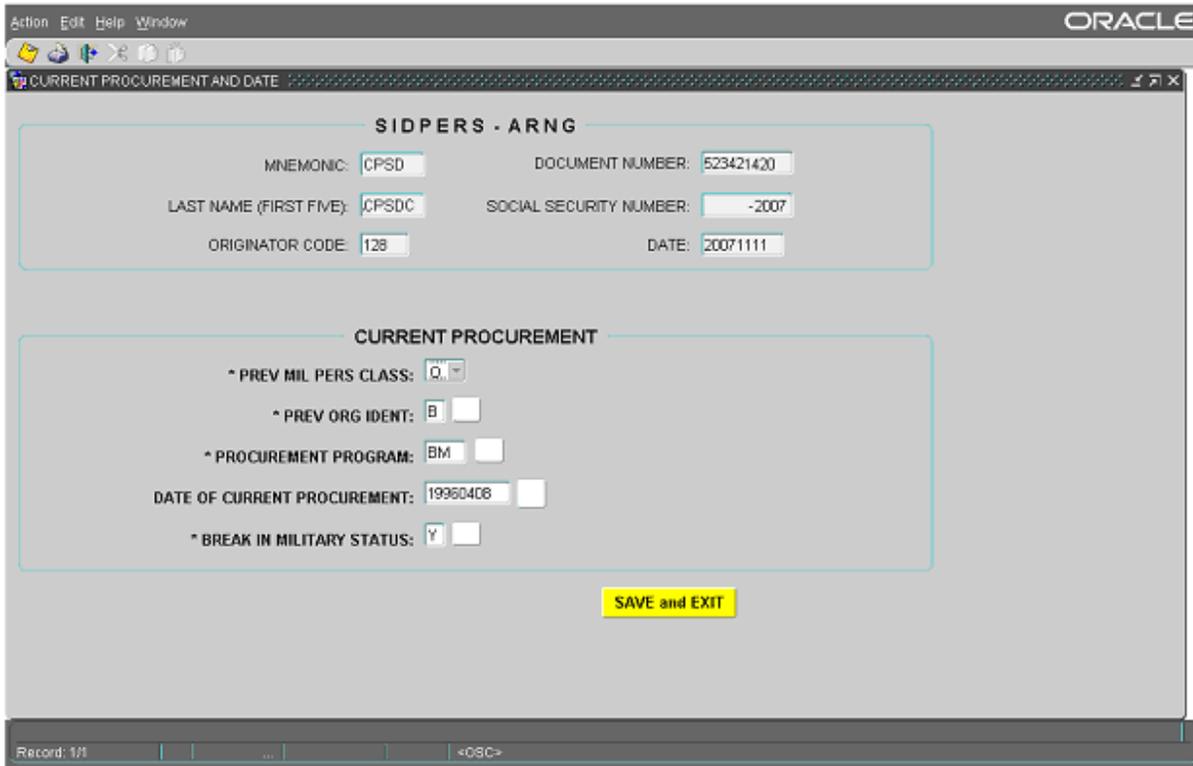


Figure 4-40. CURRENT PROCUREMENT AND DATE Screen

Table 4-40 describes the fields and the button on this screen.

Table 4-40. CURRENT PROCUREMENT AND DATE Screen Description

Field/Button	Description
*PREV MIL PERS CLASS:	<p>PREVIOUS MILITARY PERSONNEL CLASS</p> <p>Enter the Military Personnel Class of an individual at the time of the last service in a military organization before this enlistment or appointment.</p> <p>Example: E (Enlisted)</p>
*PREV ORG IDENT:	<p>PREVIOUS ORGANIZATION IDENTIFICATION</p> <p>Identifies the military organization in which the individual last served before this enlistment or appointment.</p> <p>Example: D (ACTIVE COMPONENT, UNITED STATES ARMY)</p>
*PROCUREMENT PROGRAM:	<p>Enter the code identifying the program under which the individual entered current military status.</p> <p>Example: BI (TRY ONE – ARNG ONLY)</p> <p>NOTE: In the example above, the individual had previously been an enlisted member in the U.S. Army and has joined the ARNG under the <i>Try One</i> program.</p>

Field/Button	Description
DATE OF CURRENT PROCUREMENT:	Enter individual's date (YYYYMMDD) of enlistment/appointment to current status. Example: 20071222 (22 December 2007)
BREAK IN MILITARY STATUS:	This data element indicates the period of time a prior service individual was not in a military status, and is the time immediately prior to the current military status. Enter applicable code. Example: A (BREAK IN SERVICE OF 91 DAYS OR MORE) B (BREAK IN SERVICE OF 90 DAYS OR LESS) Y (NONE)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.16 CONDITIONAL RELEASE Screen

Use this screen to record the granting of a conditional release for enlistment/appointment in another state or component, or to change the record status code in cases when the individual does not enlist elsewhere, but returns to the unit.

To access this screen (Figure 4-41) from the **TRANS MNEMONIC MENU** screen, enter **CREL** in the ***MNEMONIC** field and enter the required data.

The screenshot shows a web browser window titled "CONDITIONAL RELEASE" with the ORACLE logo in the top right. The main content area is titled "SIDPERS - ARNG" and contains the following fields:

MNEMONIC:	CREL	DOCUMENT NUMBER:	86571420
LAST NAME (FIRST FIVE):	CRELC	SOCIAL SECURITY NUMBER:	-2007
ORIGINATOR CODE:	128	DATE:	20071111

* RECORD STATUS:	S
* DATE OF RECORD STATUS:	20030307

A yellow button labeled "SAVE and EXIT" is located at the bottom right of the form area. The bottom status bar shows "Record: 1/1" and a keyboard shortcut "<OSC>".

Figure 4-41. CONDITIONAL RELEASE Screen

DRAFT

Table 4-41 describes the fields and the button on this screen.

Table 4-41. CONDITIONAL RELEASE Screen Description

Field/Button	Description
*RECORD STATUS:	<p>Enter Record Status, representing the individual's changed status. Must be alphabetic.</p> <p>Example: H (ACTIVE RECORD – SOLDIER HAS DEPARTED UNIT OF ASSIGNMENT ON A CONDITIONAL RELEASE, PENDING ACCEPTANCE BY ANOTHER UNIT OR IN-STATE TRANSFER)</p> <p>G [ACTIVE RECORD – SOLDIER IS ASSIGNED TO ONE OF THE RESERVE CATEGORIES OF THE ARNG OR USAR (UNITED STATES ARMY RESERVE).]</p> <p>NOTE: When individuals return to their original unit, conditional release is canceled with Record Status code of G.</p>
*DATE OF RECORD STATUS:	<p>Enter the date (YYYYMMDD) that the individual changed status.</p> <p>Example: 20071001 (1 October 2007)</p> <p>NOTE: Service member arriving on conditional release must be enlisted in the new state with a PSG transaction (even though individuals with only ARNG service are not considered prior service members).</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.17 COMMISSIONED/WARRANT OFFICER SERVICE DATE Screen

Use this screen to change or correct Commissioned/Warrant Officer Service Date.

To access this screen (Figure 4-42) from the **TRANS MNEMONIC MENU** screen, enter **CWSD** in the ***MNEMONIC** field and enter the required data.

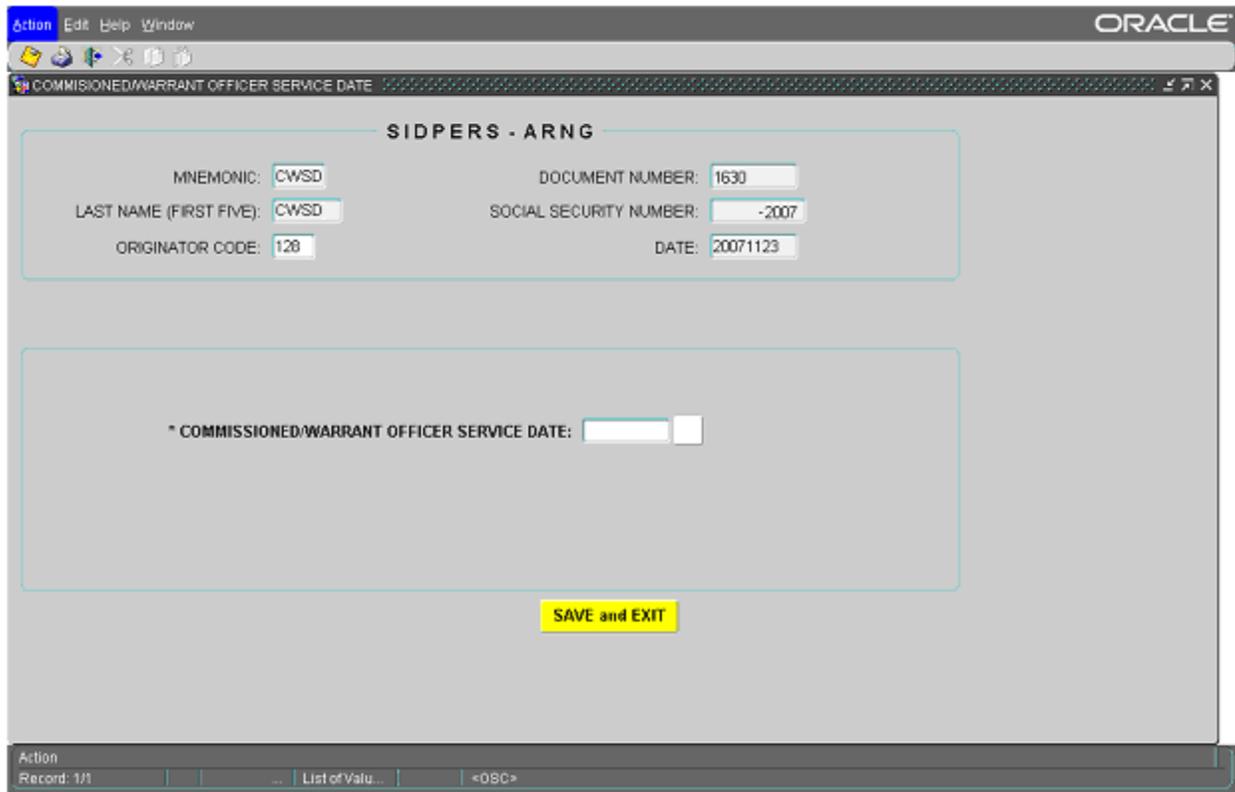


Figure 4-42. COMMISSIONED/WARRANT OFFICER SERVICE DATE Screen

Table 4-42 describes the field and the button on this screen.

Table 4-42. CWSD Screen Description

Field/Button	Description
*COMMISSIONED/WARRANT OFFICER SERVICE DATE	Enter the date (YYYYMMDD) when the individual’s initial officer service began. (See NGB Pam 25-10 for more guidance.) Example: 20070822 (22 August 2007) NOTE 1: This transaction updates Mandatory Removal Date for a commissioned officer and the Projected Promotion Eligibility Date for commissioned and warrant officers. NOTE 2: This transaction zeroes out DATE PROJ PROM ELIG for COL, MG, BG, and CW4.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.18 DECEASED Screen

Use this screen to report the death of an individual.

To access this screen (Figure 4-43) from the **TRANS MNEMONIC MENU** screen, enter **DECD** in the ***MNEMONIC** field and enter the required data.

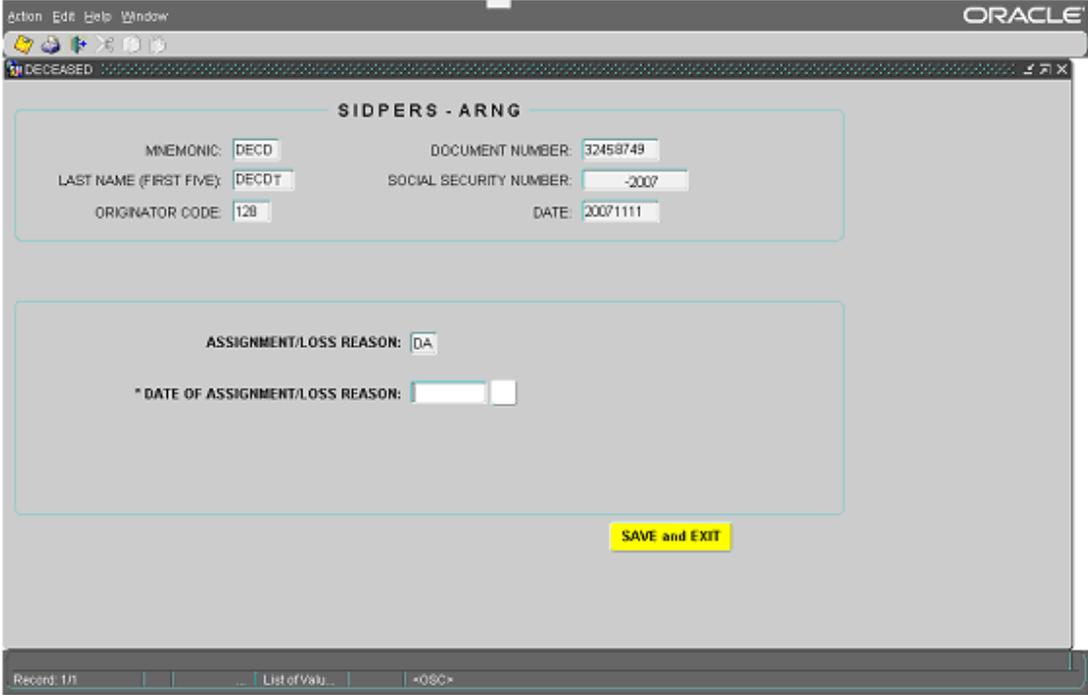


Figure 4-43. DECEASED Screen

Table 4-43 describes the fields and the button on this screen.

Table 4-43. DECEASED Screen Description

Field/Button	Description
*ASSIGNMENT/LOSS REASON:	The code <i>DA</i> displays on the screen.
*DATE OF ASSIGNMENT/LOSS REASON:	Enter the date of death as YYYYMMDD. Example: 20070215 (15 February 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.19 DATE INITIAL ENTRY INTO RESERVE COMPONENT (DERC) Screen

Use this screen to correct a previous DERC entry.

To access this screen (Figure 4-44) from the **TRANS MNEMONIC MENU** screen, enter **DERC** in the ***MNEMONIC** field and enter the required data.

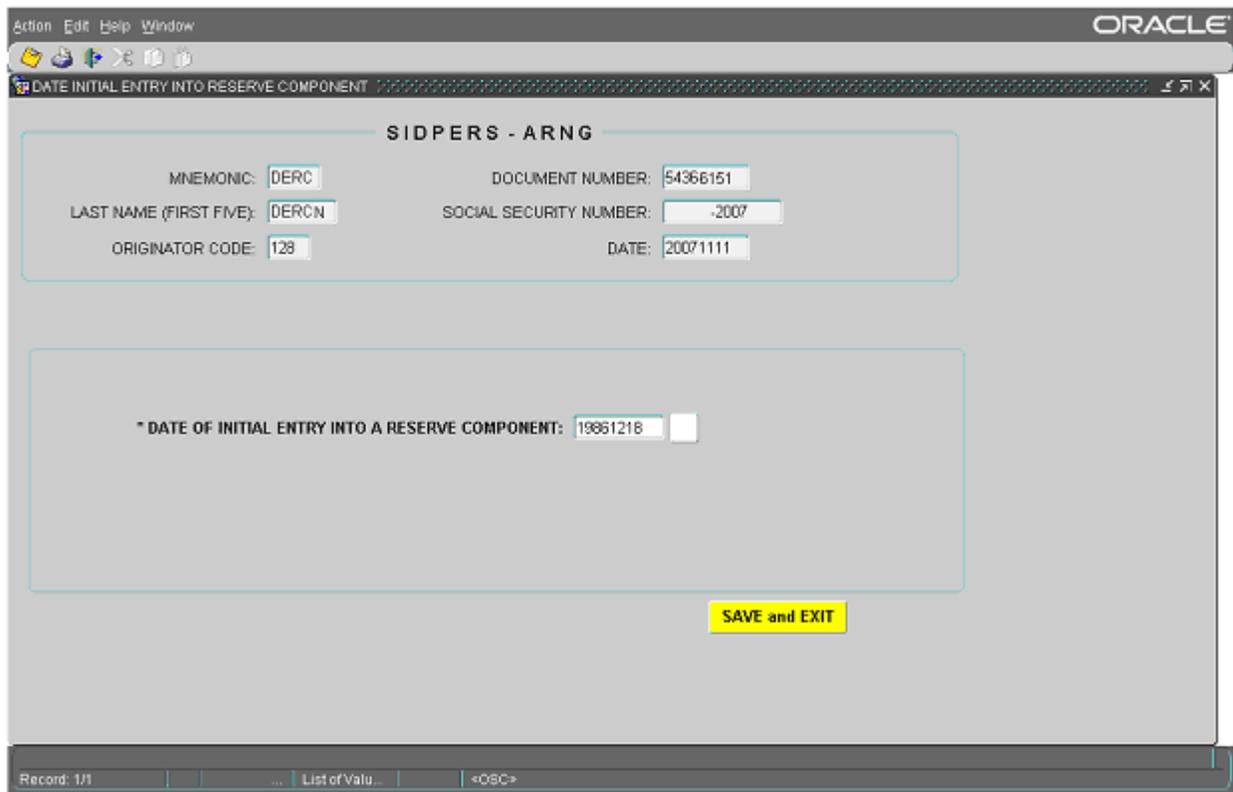


Figure 4-44. DATE INITIAL ENTRY INTO RESERVE COMPONENT Screen

Table 4-44 describes the field and the button on this screen.

**Table 4-44. DATE INITIAL ENTRY INTO RESERVE COMPONENT
Screen Description**

Field/Button	Description
*DATE OF INITIAL ENTRY INTO A RESERVE COMPONENT	This is the date (YYYYMMDD) of initial (first time ever) accession to Reserve Component strength, whether it was from civilian life or regular component. Example: 20070101 (1 January 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.20 DATE OF BIRTH Screen

Use this screen to correct a previously entered date of birth.

To access this screen (Figure 4-45) from the **TRANS MNEMONIC MENU** screen, enter **DOB** in the ***MNEMONIC** field and enter the required data.

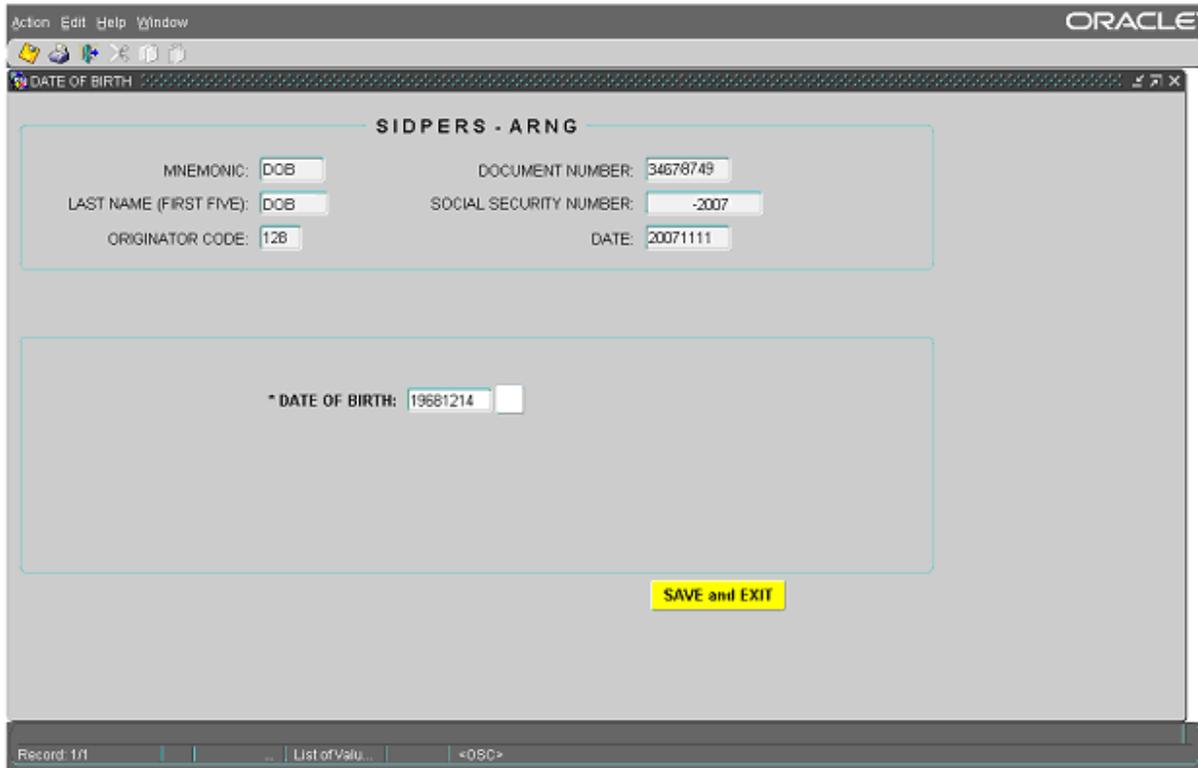


Figure 4-45. DATE OF BIRTH Screen

Table 4-45 describes the field and the button on this screen.

Table 4-45. DATE OF BIRTH Screen Description

Field/Button	Description
*DATE OF BIRTH:	Enter the corrected Date of Birth (YYYYMMDD). Example: 19760520 (20 May 1976) NOTE: This Date of Birth transaction updates the Mandatory Removal Date for warrant officers and commissioned officers.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.21 DATE OF RANK RESERVE Screen

Use this screen to change or correct a previous DOR entry.

To access this screen (Figure 4-46) from the **TRANS MNEMONIC MENU** screen, enter **DOR** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

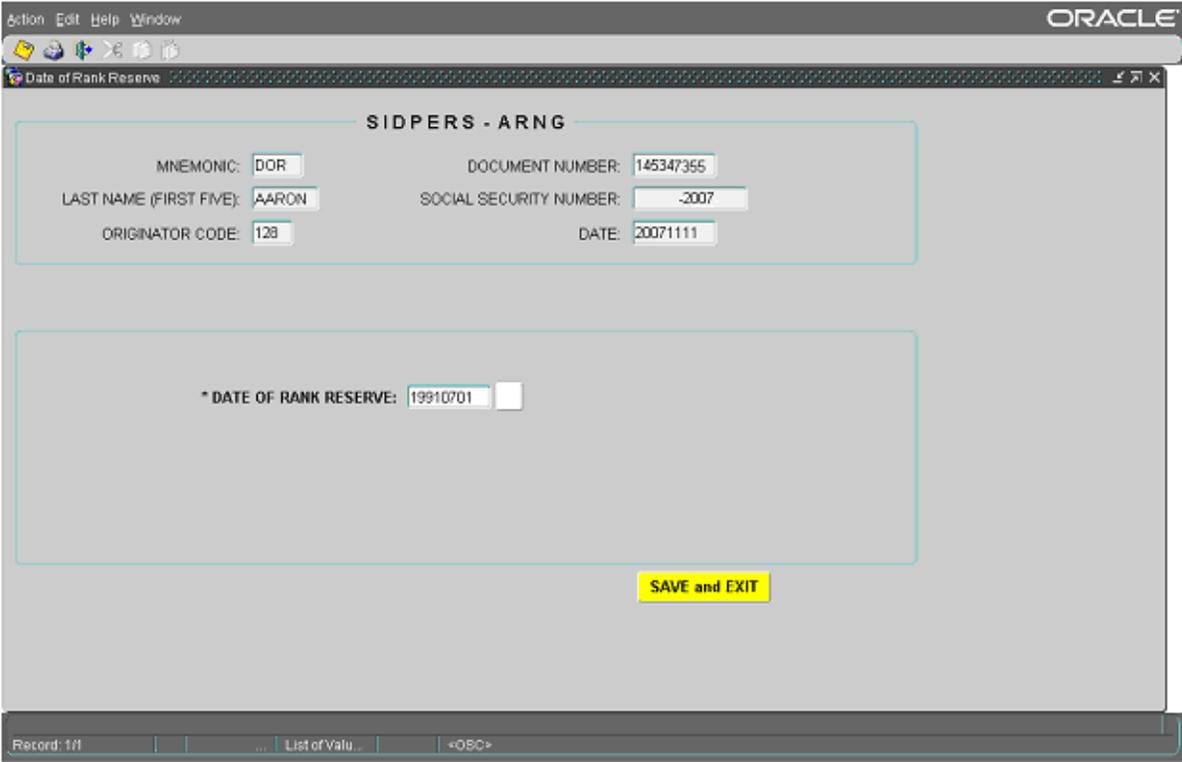


Figure 4-46. Date of Rank Reserve Screen

Table 4-46 describes the field and the button on this screen.

Table 4-46. Date of Rank Reserve Screen Description

Field/Button	Description
*DATE OF RANK RESERVE	Enter a date (YYYYMMDD) to correct a previous DOR entry or to adjust a DOR on an enlisted individual returning from Inactive National Guard (ING). A future date is not allowed. Example: 20071217 (17 December 2007) NOTE: A DOR Transaction updates a commissioned officer’s MRD and the Projected Promotion Eligibility Date for commissioned and warrant officers.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.22 DUTY POSITION Screen

Use this screen to change or correct an individual’s Duty Position (within the state).

NOTE:
 For return from Active Duty for Training (ADT) or AGR, use RADT transaction. Also, this transaction must be accomplished upon reorganization of a unit (OIUL).

To access this screen (Figure 4-47) from the **TRANS MNEMONIC MENU** screen, enter **DPOS** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

The screenshot shows the 'DUTY POSITION' screen within the 'SIDPERS - ARNG' application. The interface includes a menu bar (Action, Edit, Help, Window) and a toolbar. The main content area is divided into two sections. The top section contains fields for: MNEMONIC (DPOS), DOCUMENT NUMBER (23567355), LAST NAME (FIRST FIVE) (AARON), SOCIAL SECURITY NUMBER (-2007), ORIGINATOR CODE (128), and DATE (20071111). The bottom section contains fields for: * DUTY POSITION (52Y10), DUTY POSITION QUALIFICATION (0), POSITION NUMBER EXCESS INDIVIDUAL (9990), AUTHORIZED PARAGRAPH DESIGNATOR (101), AUTHORIZED LINE DESIGNATOR (15), and COMMAND STATUS. A yellow 'SAVE and EXIT' button is located at the bottom right of the form area. The status bar at the bottom indicates 'Record: 1/1' and '<ESC>'.

Figure 4-47. DUTY POSITION Screen

DRY

Table 4-47 describes the fields and the button on this screen.

Table 4-47. DUTY POSITION Screen Description

Field/Button	Description
*DUTY POSITION	<p>Enter the applicable code for each personnel record. The first five positions of this field represent the Duty Specialty Skill Identifier (DSSI) and Duty Specialty Secondary (DSS) (warrant officer/enlisted); the sixth and seventh positions indicate the First Duty Additional Skill Identifier (ASI), and the eighth and ninth positions indicate Duty Language Identity Code (LIC). (See NOTE 1 below.) For officers, positions four through nine can be blank if not applicable. For enlisted, only positions six through nine can be left blank</p> <p>Example: 12A0P3AGM (Duty Position Commissioned Officer; 12A0P = DSSI and DSS; 3A = ASI; GM = LIC). Enter 00 DSS if SSI is not duty secondary.</p> <p>42A4LA3FR (Duty Position Enlisted; 42A4L = DMOS; A3 = ASI; FR = LIC)</p> <p>152FPK6GM (Duty Position Warrant Officer; 152FP = DMOS; K6 = ASI; GM = LIC)</p> <p>NOTE 1: If a personnel detail line requires a First and a Second Duty ASI and an LIC, the LIC has priority over the Second Duty ASI.</p> <p>NOTE 2: If an enlisted individual has an LIC, the fifth position of the MOS, which is the Special Qualifications Identifier (SQI), must show an <i>L</i>.</p>
DUTY POSITION QUALIFICATION	<p>This code must be alphabetic. (Commander's evaluation) It may not be blank.</p> <p>Example: N (Not Qualified)</p>
POSITION NUMBER EXCESS INDIVIDUAL	<p>This field must contain the position number excess code when an individual is in an excess status.</p> <p>Enter the code that identifies the individual's excess status.</p> <p>Example: 9992 (ASSIGNED TO EXTRA TDA POSITION) 999Z (FLAGS INDIVIDUAL FROM BEING RETURNED WITH UNIT)</p> <p>NOTE: To delete, input data code YYYY.</p>

Field/Button	Description
<p>AUTHORIZED PARAGRAPH DESIGNATOR</p>	<p>Enter the MTOE/TDA paragraph number to which the individual is assigned in the first three positions. If designator contains a suffix, place it in the fourth position; otherwise, the fourth position is left blank.</p> <p>Example: 200_ (Without a suffix, the fourth position is blank.) 200A (With a suffix, the suffix is placed in the fourth position.)</p> <p>NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “ ”.</p>
<p>AUTHORIZED LINE DESIGNATOR</p>	<p>Enter the MTOE/TDA line number to which the individual is assigned in the first two positions. If designator contains a suffix, place in the third position; otherwise, the third position is left blank.</p> <p>Example: 05_ (Without a suffix, the third position is blank.) 05A (With a suffix, the suffix is placed in the third position.)</p> <p>NOTE 1: Paragraph and Line Numbers are required on all individuals (including over strength).</p> <p>NOTE 2: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “ ”.</p>
<p>COMMAND STATUS</p>	<p>Enter the code which identifies whether an individual is or is not assigned as a commander. This field applies only to commissioned officers and warrant officers.</p> <p>Example:</p> <p>1 (Currently assigned as the commander of a Selected Reserve unit.) 3 (Never assigned as commander of a Selected Reserve unit.)</p>
<p>SAVE and EXIT</p>	<p>Commits the transaction to the SIDPERS database.</p>

4.5.23 DISCHARGE Screen

Use this screen to report the discharge of an enlisted member.

To access this screen (Figure 4-48) from the **TRANS MNEMONIC MENU** screen, enter **DSCH** in the ***MNEMONIC** field and enter the required data.

The screenshot shows the 'DISCHARGE' screen within the 'SIDPERS - ARNG' application. The top menu bar includes 'Action', 'Edit', 'Help', and 'Window'. The Oracle logo is in the top right corner. The main form area contains several input fields: 'MNEMONIC' with 'DSCH', 'LAST NAME (FIRST FIVE)' with 'AARON', 'ORIGINATOR CODE' with '128', 'DOCUMENT NUMBER' with '13897355', 'SOCIAL SECURITY NUMBER' with '-2007', and 'DATE' with '20071111'. Below these are four more fields: '*ASSIGNMENT/LOSS REASON', '*DATE OF ASSIGNMENT/LOSS REASON', 'CHARACTER OF SEPARATION', and '*CURRENT ORGANIZATION IDENTIFICATION', each with a small input box. A yellow button labeled 'SAVE and EXIT' is positioned at the bottom right of the form area. The status bar at the bottom shows 'Record: 1/1', 'List of Valu...', and '*OSC*'.

Figure 4-48. DISCHARGE Screen

Table 4-48 describes the fields and the button on this screen.

Table 4-48. DISCHARGE Screen Description

Field/Button	Description
*ASSIGNMENT/LOSS REASON:	Enter the code for the reason for an assignment or for a reassignment, separation or, in this case, a discharge. Example: EB (ENLISTED OR APPOINTED IN ANY REGULAR COMPONENT)
*DATE OF ASSIGNMENT/LOSS REASON:	Enter the effective date (YYYYMMDD) of the discharge. Example: 20071222 (22 December 2007)
CHARACTER OF SEPARATION:	Enter appropriate code. Example: B (UNDER HONORABLE CONDITIONS) NOTE: Leave blank for interstate transfer when ASG LOSS RSN is coded GA.

Field/Button	Description
*CURRENT ORGANIZATION IDENTIFICATION:	Enter the appropriate code. In this case, because the individual is being discharged, the current organization is the organization to which the individual will be assigned after discharge. Example: D (ACTIVE COMPONENT, UNITED STATES ARMY)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.24 ENTER ACTIVE DUTY TRAINING Screen

Use this screen to report an individual's entry on Active Duty for 31 days or more, or changes of Active Status Program. This transaction is generated for individuals that are mobilized with their unit.

To access this screen (Figure 4-49) from the **TRANS MNEMONIC MENU** screen, enter **EADT** in the *MNEMONIC field and enter the required data.

The screenshot shows the 'ENTER ACTIVE DUTY TRAINING' screen within the 'SIDPERS - ARNG' application. The interface includes a menu bar (Action, Edit, Help, Window) and a toolbar. The main form area contains the following fields and controls:

- MNEMONIC:** EADT
- DOCUMENT NUMBER:** TEST
- LAST NAME (FIRST FIVE):** AARON
- SOCIAL SECURITY NUMBER:** XXX-XX-0538
- ORIGINATOR CODE:** 100
- DATE:** 20110404
- * ACTIVE STATUS PROGRAM:** Z (dropdown)
- TYPE ATTACHMENT:** (dropdown)
- EXPN-DATE-ATCH:** (calendar)
- DUTY POSITION:** (text)
- DY-POSN-QUAL:** (dropdown)
- EFF-DATE-ATCH:** (calendar)
- AUTH-LINE-DSG:** (text)
- AUTH-PARA-DSG:** (text)
- POSN-NBR-EX-IND:** (dropdown)
- CMD-STAT:** (dropdown)
- ATCH-CODE:** (dropdown)
- UPC-ATCH:** (text)
- HQ-LOCAL DATA:** (text)
- CAMPAIGN ID:** (dropdown)
- STATUTORY AUTH:** 6 (dropdown)
- EXEC ORDER NBR:** 3456
- TRANSITION-DATE:** 20110404 (calendar)
- * DATE-START-DUTY-DEERS-ELIG:** 20110404 (calendar)
- * DATE-END-DUTY-DEERS-ELIG:** 20110413 (calendar)

At the bottom of the form, there are two yellow buttons: **RECREATE PAY TRANSACTION** and **SAVE and EXIT**. The status bar at the very bottom indicates 'Record: 1/1' and '<OSC>'.

Figure 4-49. ENTER ACTIVE DUTY TRAINING Screen

Table 4-49 describes the fields and the button on this screen.

NOTE:

Not all fields are necessary to be completed to place an individual in an active status.

Table 4-49. ENTER ACTIVE DUTY TRAINING Screen Description

Field/Button	Description
*ACTIVE STATUS PROGRAM:	Field identifies the purpose of the full-time status of an individual. Enter the appropriate code. Example: T (AMEDD RECRUITERS [assigned to recruit medical personnel])
TYPE ATTACHMENT:	Field indicates type of unit to which the individual is attached. Enter the appropriate numeric code. Example: 45 [ATTACHED TO UNIT IN HOME STATE (ARNG only)] NOTE: 31 (RELIEF FROM ATTACHMENT) cannot be used on this transaction.
EXPN_DATE_ATCH:	EXPIRATION DATE OF ATTACHMENT Enter the date (YYYYMMDD) when attachment to another unit expires. Example: 20071213 (13 December 2007)
DUTY POSITION:	Enter the applicable code for each personnel record. The first five positions of this field represent the DSSI and the DSS (Officer) or the Duty Military Occupational Specialty (DMOS) (Warrant Officer or Enlisted); the sixth and seventh positions indicate the First Duty ASI and the eighth and ninth positions indicate Duty LIC. (See NOTE 1 below.) Positions six through nine may be left blank. Example: 12A0P3AGM (Duty Position – Commissioned Officer; 12A0P = DSSI and DSS; 3A = ASI; GM = LIC). Enter 00 DSS if SSI is not Duty Secondary. 42AOA3FR (Duty Position – Enlisted; 42AO = DMOS; A3 = ASI; FR = LIC) 152FPK6GM (Duty Position – Warrant Officer; IPPBB = DMOS; K6 = ASI; GM = LIC) NOTE 1: If a personnel detail line requires First and Second Duty ASIs and an LIC, the LIC has priority over the Second Duty ASI. NOTE 2: If an enlisted individual has an LIC, the fifth position of the MOS (which is the SQI) must show an L.
DY_POSN_QUAL:	DUTY POSITION QUALIFICATION Designates the commander’s evaluation of the individual’s ability to perform the assigned duty Example: Q (QUALIFIED)

Field/Button	Description
EFF_DATE_ATCH:	<p>EFFECTIVE DATE OF ATTACHMENT Enter the date (YYYYMMDD) the individual is attached. Example: 20071221 (21 December 2007)</p>
AUTH_LINE_DSG:	<p>AUTHORIZED LINE DESIGNATOR Enter the MTOE/TDA line number to which the individual is assigned in the first two positions. If designator contains a suffix, place in the third position; otherwise, the third position is left blank. Example: 05_ (Without a suffix, the third position is blank.) 05A (With a suffix, the suffix is placed in the third position.) NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “ ”.</p>
AUTH_PARA_DSG:	<p>AUTHORIZED PARAGRAPH DESIGNATOR In the first three positions, enter the MTOE/TDA paragraph number to which the individual is assigned. If designator contains a suffix, place in the fourth position; otherwise, the fourth position is left blank. Example: 200_ (Without a suffix, the fourth position is blank.) 200A (With a suffix, the suffix is placed in the fourth position.) NOTE 1: Paragraph and Line Numbers are required on all individuals, including over strength, except those in an extra TDA position. For those individuals in an extra TDA Position, a DPOS transaction must be accomplished, which updates the Position Number Excess Individual. NOTE 2: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “ ”.</p>
POSN_NBR_EX_IND:	<p>POSITION NUMBER EXCESS INDIVIDUAL This field must contain the position number excess code when an individual is in an excess status. Enter the code that identifies the individual’s excess status. Example: 9992 (ASSIGNED TO EXTRA TDA POSITION) NOTE: To delete, input data code YYYY.</p>

Field/Button	Description
CMD_STAT:	<p>COMMAND STATUS</p> <p>Enter the code which identifies whether an individual is or is not assigned as a commander. This field applies only to commissioned officers and warrant officers.</p> <p>Example:</p> <p>1 (Currently assigned as the commander of a Selected Reserve unit.)</p> <p>3 (Never assigned as commander of a Selected Reserve unit.)</p>
ATCH_CODE:	<p>ATTACHMENT CODE</p> <p>Indicates the status of an individual attached to another unit.</p> <p>Example: A (ATTACHED FOR ADMINISTRATION, TRAINING, AND PAY)</p> <p>D (RELIEF FROM ATTACHMENT)</p>
UPC_ATCH:	<p>UNIT PROCESSING CODE OF ATTACHMENT</p> <p>Enter the appropriate UPC code.</p> <p>Example: PY1TB</p> <p>NOTE: UPC is the UIC without the W.</p>
HQ_LOCAL DATA	<p>HEADQUARTERS LOCAL DATA</p> <p>Enter information received from NGB. Information sent from the NGB level to the SIB is input in this field to update the state database.</p>
CAMPAIGN ID:	<p>Campaign ID</p>
STATUTORY AUTH:	<p>Statutory Authority</p> <p>Enter the United States Code (U.S.C.).</p>
EXEC ORDER NBR:	<p>Executive Order Number</p>
TRANSITION_DATE	<p>Transition Date must be entered when an existing AUTHORITY_CD of "6" (10 USC 12031(h) ADME) is selected from the PERS_STAT_AUTH_CODE_TBL. This date can be past, present or future, and is saved to the PERS_SVCMBR_TBL. If the AUTHORITY_CD of "6" is selected and the TRANSITION_DATE is not entered the user is not allowed to continue until a date is entered. This field is functional only for AUTHORITY_CD "6".</p>
*DATE_START_DUTY_DEERS_ELIG:	<p>DATE START OF DUTY FOR DEERS (Duty for Defense Enrollment Eligibility Reporting System) ELIGIBILITY</p> <p>Enter the date (YYYYMMDD) when the soldier will begin a tour of Active Duty that will last for a period of 31 or more consecutive days.</p> <p>Example: 20081221 (21 December 2008)</p>

Field/Button	Description
*DATE_END_DUTY_DEERS_ELIG:	<p>DATE END OF DUTY FOR DEERS ELIGIBILITY</p> <p>Enter the date (YYYYMMDD) when the soldier will terminate a tour of Active Duty that has lasted for a period of 31 or more consecutive days.</p> <p>NOTE: End date cannot exceed expiration term of service (ETS) or mandatory removal date (MRD). Example: 20081221 (21 December 2008)</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.25 EVALUATION REPORT Screen

Use this screen to report the date that ends an evaluation period.

To access this screen (Figure 4-50) from the TRANS MNEMONIC MENU screen, enter **EERF** in the *MNEMONIC field and then enter the required data.

The screenshot shows the 'EVALUATION REPORT' screen within the 'SIDPERS - ARNG' application. The interface includes a menu bar with 'Action', 'Edit', 'Help', and 'Window'. The main form area contains several input fields: 'MNEMONIC' with 'EERF', 'DOCUMENT NUMBER' with '23668749', 'LAST NAME (FIRST FIVE)' with 'ABBOT', 'SOCIAL SECURITY NUMBER' with '-2007', 'ORIGINATOR CODE' with '128', and 'DATE' with '20071111'. A prominent field for '* DATE OF END OF EVALUATION PERIOD' contains the value '20021130'. A yellow button labeled 'SAVE and EXIT' is positioned at the bottom right of the form. The Oracle logo is visible in the top right corner of the window. At the bottom of the screen, a status bar shows 'Record 1/1' and '<08C>'.

Figure 4-50. EVALUATION REPORT Screen

Table 4-50 describes the field and the button on this screen.

Table 4-50. EVALUATION REPORT Screen Description

Field/Button	Description
*DATE OF END OF EVALUATION PERIOD:	DATE OF END OF EVALUATION PERIOD This is the closing date (YYYYMMDD) (<i>thru</i> date) of the Officer Evaluation Report (OER) and last day of month (to date) of the Enlisted Evaluation Report (EER). Example: OER 20070720 (20 July 2007) (OER 20060721 <i>through</i> 20070720) EER 20071130 (30 November 2007) (EER <i>from</i> 200612 to 200711) NOTE 1: Zero-filled for members with no requirement for an evaluation. NOTE 2: Once a date has been entered and saved, a prior date cannot be entered to overwrite a more current date.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.26 ETHNIC GROUP Screen

Use this screen or correct a previous EGD entry.

To access this screen (Figure 4-51) from the **TRANS MNEMONIC MENU** screen, enter **EGD** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with the current SIDPERS data.

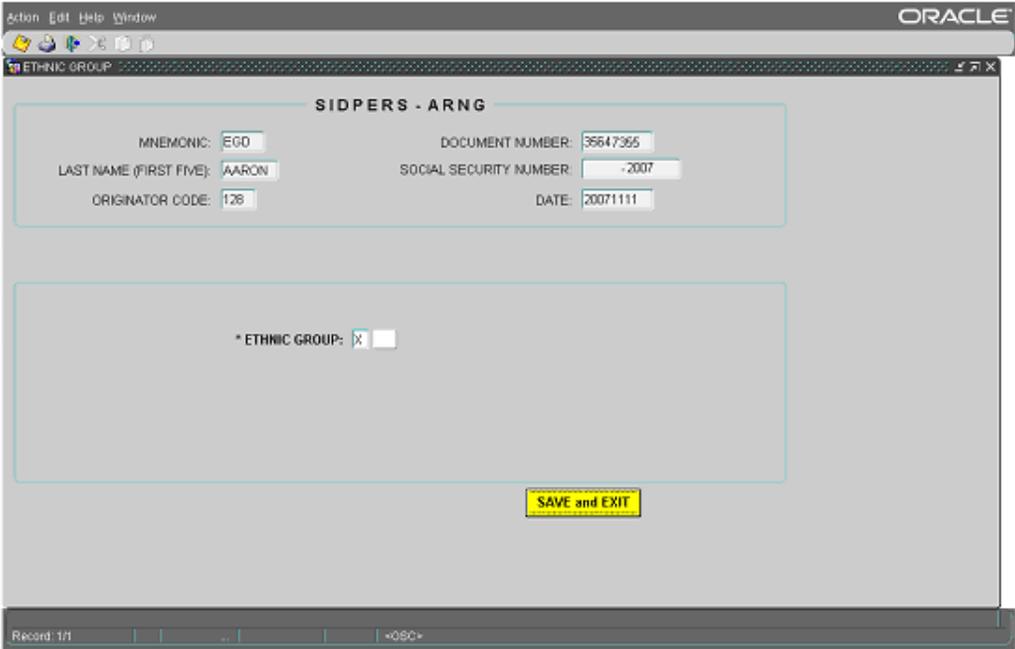


Figure 4-51. ETHNIC GROUP Screen

Table 4-51 describes the fields and the button on this screen.

Table 4-51. ETHNIC GROUP Screen Description

Field/Button	Description
*ETHNIC GROUP:	ETHNIC GROUP Enter applicable code. Caucasian and African American must be coded as X. Example: X (OTHER)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.27 ENLISTMENT OPTION PERIOD Screen

Use this screen to correct an erroneous Enlistment Option entry.

To access this screen (Figure 4-52) from the **TRANS MNEMONIC MENU** screen, enter **ENOP** in the ***MNEMONIC** field and enter all the required data. The field is automatically populated with the current SIDPERS data.

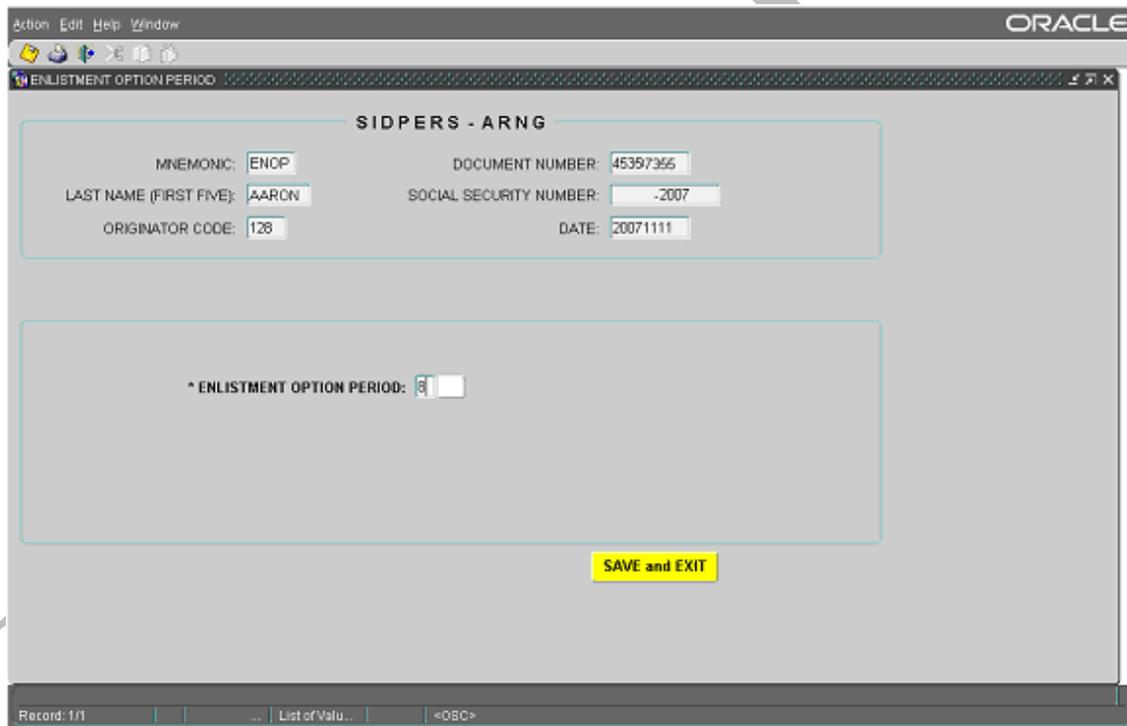


Figure 4-52. ENLISTMENT OPTION PERIOD Screen

Table 4-52 describes the field and the button on this screen.

Table 4-52. ENLISTMENT OPTION PERIOD Screen Description

Field/Button	Description
*ENLISTMENT OPTION PERIOD:	ENLISTMENT OPTION PERIOD Field only applies to Non-Prior Service (NPS) personnel. Enter the appropriate numeric code. Example: 1 (6X0 STANDARD ENLISTMENT OPTION) 2 (4X2 STANDARD ENLISTMENT OPTION) 3 (3X3 STANDARD ENLISTMENT OPTION) 4 (8X0 STANDARD ENLISTMENT OPTION) 5 (6X2 STANDARD ENLISTMENT OPTION) 6 (4X4 STANDARD ENLISTMENT OPTION) 7 (3X5 STANDARD ENLISTMENT OPTION) 8 (NOT APPLICABLE)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.28 ENLISTMENT/REENLISTMENT BONUS – RESERVE Screen

Use this screen to change, correct, or terminate an individual's Incentive Program Entitlement.

To access this screen (Figure 4-53) from the **TRANS MNEMONIC MENU** screen, enter **ERBR** in the ***MNEMONIC** field and then enter the required data.

Figure 4-53. ENLISTMENT/REENLISTMENT BONUS – RESERVE Screen

Table 4-53 describes the fields and the button on this screen.

Table 4-53. ENLISTMENT/REENLISTMENT BONUS – RESERVE Screen Description

Field/Button	Description
ENLISTMENT/REENLISTMENT BONUS_RESERVE ENTITLEMENT:	This data element identifies the type of incentive program to which an individual is entitled for the current period of Enlistment/Reenlistment/Extension. Example: B (EDUCATIONAL ASSISTANCE BONUS)
ENLISTMENT/REENLISTMENT BONUS_RESERVE ENTITLEMENT AUTHORIZATION:	Used to indicate authorization or termination of student loan repayment. The field may not be left blank Example: Q [NOT RECEIVING INCENTIVE (no previous incentive)] N (PREVIOUS INCENTIVE RECIPIENT [contract completed. Present term without incentive])
ENLISTMENT/REENLISTMENT BONUS_RESERVE_MILITARY_OCCUPATIONAL_SPECIALTY-ENLISTED:	Enter <i>Bonus</i> MOS (first three characters of the MOS). Applies to critical skills only. Example: 94E

Field/Button	Description
DATE OF ENLISTMENT/REENLISTMENT BONUS RESERVE:	Enter date (YYYYMMDD) the individual was entitled to the bonus; this is not the same as the date the individual received payment. Example: 20080625 (25 June 2008)
NUMBER OF ENLISTMENT/REENLISTMENT BONUS PAYMENTS:	Enter the number of the correct payment made to the individual after the initial bonus payment. Example: 1 (First payment made after the initial payment) NOTE: Zero-fill to delete.
CURRENT INCENTIVE/TERMINATION STATUS:	Enter applicable alphabetic code. Example: B (EDUCATIONAL ASSISTANCE BONUS) I (TERMINATED-UNAUTHORIZED CHANGE IN MOS)
DATE OF CURRENT INCENTIVE/TERMINATION STATUS:	Enter the effective date (YYYYMMDD). This field must have an entry when member is being terminated or suspended from the bonus program. Example: 20070626 (26 June 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.29 EXPIRATION READY RESERVE OBLIGATION DATE Screen

Use this screen to correct a previous ERRO entry.

To access this screen (Figure 4-54) from the **TRANS MNEMONIC MENU** screen, enter **ERRO** in the ***MNEMONIC** field and then enter the required data. The field is automatically populated with the current SIDPERS data.

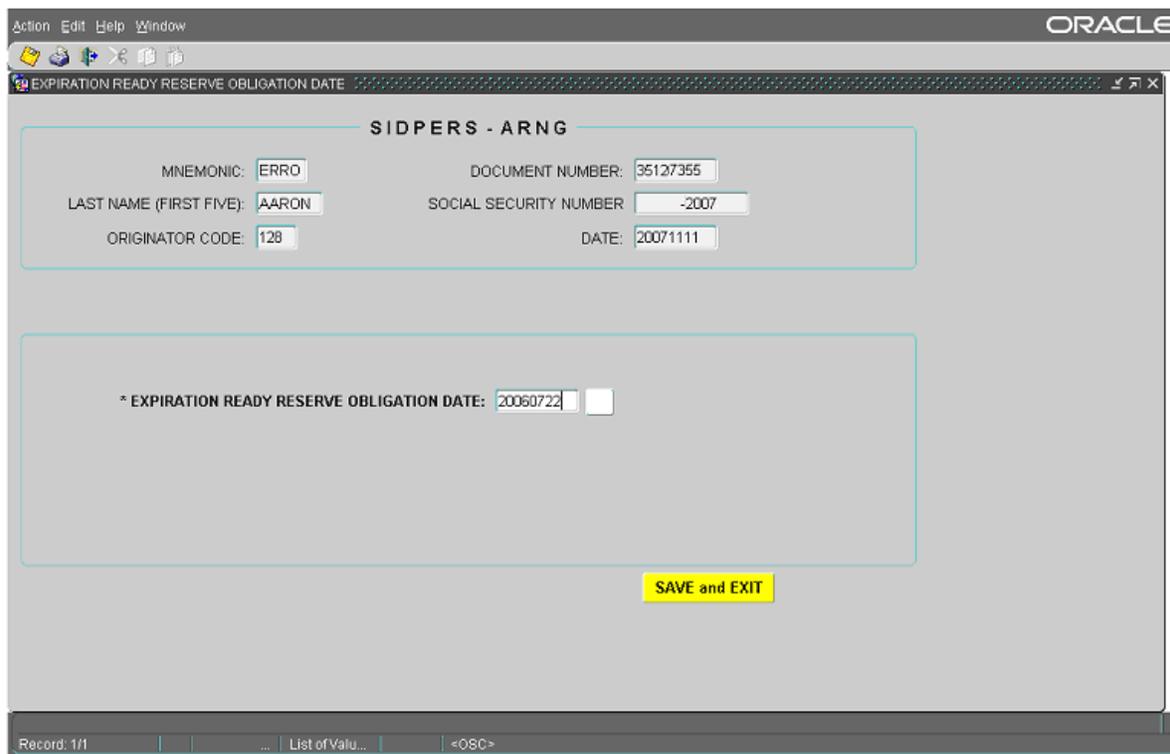


Figure 4-54. EXPIRATION READY RESERVE OBLIGATION DATE Screen

Table 4-54 describes the field and the button on this screen.

Table 4-54. EXPIRATION READY RESERVE OBLIGATION DATE Screen Description

Field/Button	Description
*EXPIRATION READY RESERVE OBLIGATION DATE:	A date to indicate the expiration of the period that the reservist is obligated or has agreed to serve as a member of the Ready Reserve. Example: 20070914 (14 September 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.30 EXPIRATION STATUTORY MILITARY OBLIGATION DATE Screen

Use this screen to correct a previous ESMO entry or to readjust the obligation date.

To access this screen (Figure 4-55) from the **TRANS MNEMONIC MENU** screen, enter **ESMO** in the ***MNEMONIC** field and then enter the required data.

Figure 4-55. EXPIRATION STATUTORY MILITARY OBLIGATION DATE Screen
Table 4-55 describes the fields and the button on this screen.

Table 4-55. EXPIRATION STATUTORY MILITARY OBLIGATION DATE Screen Description

Field/Button	Description
*EXPIRATION STATUTORY MILITARY OBLIGATION DATE:	Enter the date (YYYYMMDD) the individual completed or will complete the period of service required by statute. Example: 20071126 (26 November 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.31 ENLISTMENT WAIVER CONDITION Screen

Use this screen to update, delete, or correct the Enlistment Waiver Condition.

To access this screen (Figure 4-56) from the **TRANS MNEMONIC MENU** screen, enter **EWCD** in the ***MNEMONIC** field and enter the required data.

The screenshot displays the 'ENLISTMENT WAIVER CONDITION' screen within the 'SIDPERS - ARNG' application. The interface includes a menu bar with 'Action', 'Edit', 'Help', and 'Window'. The main content area is divided into two sections. The top section contains several input fields: 'MNEMONIC' with the value 'EWCD', 'DOCUMENT NUMBER' with '24537355', 'LAST NAME (FIRST FIVE)' with 'AARON', 'SOCIAL SECURITY NUMBER' with '-2007', 'ORIGINATOR CODE' with '128', and 'DATE' with '20071112'. The bottom section features two rows of checkboxes, both labeled '* ENLISTMENT WAIVER CONDITION:'. A prominent yellow button labeled 'SAVE and EXIT' is positioned below the checkboxes. At the bottom of the window, a status bar indicates 'Record: 1/1' and includes a dropdown menu for 'List of Valu...' and a '<OSC>' button.

Figure 4-56. ENLISTMENT WAIVER CONDITION Screen

DRY

Table 4-56 describes the fields and the button on this screen.

Table 4-56. ENLISTMENT WAIVER CONDITION Screen Description

Field/Button	Description
*ENLISTMENT WAIVER CONDITION:	<p>This data element appears twice on the screen. The first field is required; the second is optional. In correcting an entry or in removing an entry, the code presently resident on the database must be input and then the new code is entered.</p> <p>The new code overlays the old code, changes it, and the database is updated. In cases where a soldier has more than one waiver, this transaction is done for each waiver condition separately; for two waivers, the transaction is accomplished twice.</p> <p>Correcting an entry: In the first field, enter the code to be corrected (the code presently resident on the database). A1 (Age) Enter the new code in the second field. A2 (Alcohol/Drug Abuse) The database will now contain A2.</p> <p>Removing (deleting) an entry: In the first field, enter the code to be deleted. The code presently resides in the database. P1 (Physical Qualifications) Then, enter a code of Z9 in the second field. The code Z9 deletes the old code from the database.</p> <p>Example: To add a code to the database: Enter the code in the first field. B1 (Service Headquarters Bar to Reenlistment) A second entry is not required to add an Enlistment Waiver Condition code to the database. The database now contains B1.</p>
ENLISTMENT WAIVER CONDITION:	See description directly above.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.32 EXPIRATION DATE OF ATTACHMENT Screen

Use this screen to change or correct a previous EXDA entry.

To access this screen (Figure 4-57) from the **TRANS MNEMONIC MENU** screen, enter **EXDA** in the ***MNEMONIC** field and then enter the required data.

The screenshot shows a web-based application window titled "EXPIRATION DATE OF ATTACHMENT" with the Oracle logo in the top right. The main content area is titled "SIDPERS - ARNG" and contains a form with the following fields and values:

- MNEMONIC: EXDA
- DOCUMENT NUMBER: 32537355
- LAST NAME (FIRST FIVE): AARON
- SOCIAL SECURITY NUMBER: -2007
- ORIGINATOR CODE: 128
- DATE: 20071112

Below these fields are two more input fields:

- EXPIRATION DATE OF ATTACHMENT: [] []
- EXPIRATION DATE INACTIVE NATIONAL GUARD: [] []

A yellow button labeled "SAVE and EXIT" is located at the bottom center of the form area. At the bottom of the window, there is a status bar with "Record: 1/1" and a "List of Valu..." dropdown menu.

Figure 4-57. EXPIRATION DATE OF ATTACHMENT Screen

Table 4-57 describes the fields and the button on this screen.

Table 4-57. EXPIRATION DATE OF ATTACHMENT Screen Description

Field/Button	Description
EXPIRATION DATE OF ATTACHMENT:	The date (YYYYMMDD) when the attachment to another unit expires. NOTE: Can only be performed on a soldier that is currently attached. Example: 20070914 (14 September 2007)
EXPIRATION DATE INACTIVE NATIONAL GUARD:	The date (YYYYMMDD) when the period of service in the ING terminates. The period of ING service does not require input; instead this date is generated from MRD or ETS. NOTE: Can only be performed on a soldier that is currently assigned to the ING. Example: 20070920 (20 September 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.33 EXTENSION Screen

Use this screen to report an Extension of Enlistment.

To access this screen (Figure 4-58) from the **TRANS MNEMONIC MENU** screen, enter **EXT** in the ***MNEMONIC** field and then enter the required data.

The screenshot shows the ORACLE EXTENSION screen for SIDPERS - ARNG. The fields are organized as follows:

- MNEMONIC:** EXT
- DOCUMENT NUMBER:** 14537366
- LAST NAME (FIRST FIVE):** AARON
- SOCIAL SECURITY NUMBER:** -2007
- ORIGINATOR CODE:** 128
- DATE:** 20071112
- ENLSTMT-REENL-BONUS_ENTL:**
- ENLSTMT-REENL-BONUS_AUTH:**
- ENLSTMT-REENL-BONUS_MOS:** YYY
- DATE-ENLSTMT-REENL-BONUS:** 19860404
- * EXPIRATION TERM OF SERVICE DATE:** 20040628
- MONTHS OF CURRENT EXTENSION:** 11
- RETENTION WAIVER:** YY
- DATE-EXEC-6-YR SVC-OBLG:**

A yellow button labeled **SAVE and EXIT** is located at the bottom center of the form area. The status bar at the bottom indicates "Record: 1/1" and "List of Valu...".

Figure 4-58. EXTENSION Screen

Table 4-58 describes the fields and the button on this screen.

NOTE:

Extensions only apply to enlisted soldiers.

Table 4-58. EXTENSION Screen Description

Field/Button	Description
ENLSTMT_REENL_BONUS_ENTL:	<p>ENLISTMENT/REENLISTMENT BONUS – RESERVE ENTITLEMENT</p> <p>Enter code <i>C</i> for extensions in bonus program of three, four, or five years. Enter code <i>D</i> for members extending in a bonus program for six years.</p> <p>For members who have completed a previous bonus program, an <i>N</i> must be entered. Members returning from ING will also have an input of code <i>N</i>. Enter code <i>Q</i> for members who have never been in a bonus program.</p> <p>This field is blank for members extending G.I. Bill eligibility. Input of codes other than <i>C</i>, <i>D</i>, <i>N</i>, or <i>Q</i> will cause an error message to be displayed.</p>
ENLSTMT_REENL_BONUS_AUTH:	<p>ENLISTMENT/REENLISTMENT BONUS – RESERVE ENTITLEMENT AUTHORIZATION</p> <p>Used to indicate authorization or termination of the student loan repayment.</p> <p>Example: T (ENLISTS/REENLISTS W/STUDENT LOAN REPAYMENT PROGRAM)</p>
ENLSTMT_REENL_BONUS_MOS:	<p>ENLISTMENT/REENLISTMENT BONUS RESERVE – MILITARY OCCUPATIONAL SPECIALTY – ENLISTED</p> <p>Enter the MOS for which the individual is receiving a bonus.</p> <p>Example: 11B</p>
DATE_ENLSTMT_REENL_BONUS:	<p>DATE OF ENLISTMENT/REENLISTMENT BONUS RESERVE</p> <p>This is the date (YYYYMMDD) the individual is enrolled in a bonus program.</p> <p>Example: 20070201 (1 February 2007)</p>
*EXPIRATION TERM OF SERVICE DATE:	<p>Enter the individual’s new ETS date (YYYYMMDD) established by this extension.</p> <p>Example: 20070130 (30 January 2007)</p>
MONTHS OF CURRENT EXTENSION:	<p>It indicates the number of months of this extension only. It does not include any time that the individual has served under prior extensions. Justify with leading zeros if the value is less than 100. The number cannot exceed 72. Extension for less than one (1) month must be coded as 001.</p> <p>Example: 036 (36 months)</p>

Field/Button	Description
RETENTION WAIVER:	Enter the appropriate code. If there is no waiver, leave the field blank. Example: B8 (WAIVER OF LIMITATION TO 3 YEAR MINIMUM EXTENSION) C0 (REENLISTMENT OR EXTENSION PAST AGE 60)
DATE_EXEC_6_YR_SVC_OBLG:	DATE OF EXECUTION OF 6 YEAR SERVICE OBLIGATION This is the date (YYYYMMDD) an individual executes or incurs a six year agreement to stay in the Selected Reserve to qualify for the Montgomery G.I. Bill benefits. Example: 20071115 (15 November 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.34 FEDERAL RECOGNITION IDENTIFICATION Screen

Use this screen to record the reason for granting Federal recognition for specific personnel actions.

NOTE 1:

Initial appointment is done as a separate gain transaction, not to be confused with this transaction.

NOTE 2:

These transactions blank out 'Date of Projected Promotion Eligibility' for ranks of CW4, COL, BG, and MG.

Access this screen (Figure 4-59) from the **TRANS MNEMONIC MENU** screen by entering **FRG** in the ***MNEMONIC** field and entering all the required data. The fields are automatically populated with current SIDPERS data.

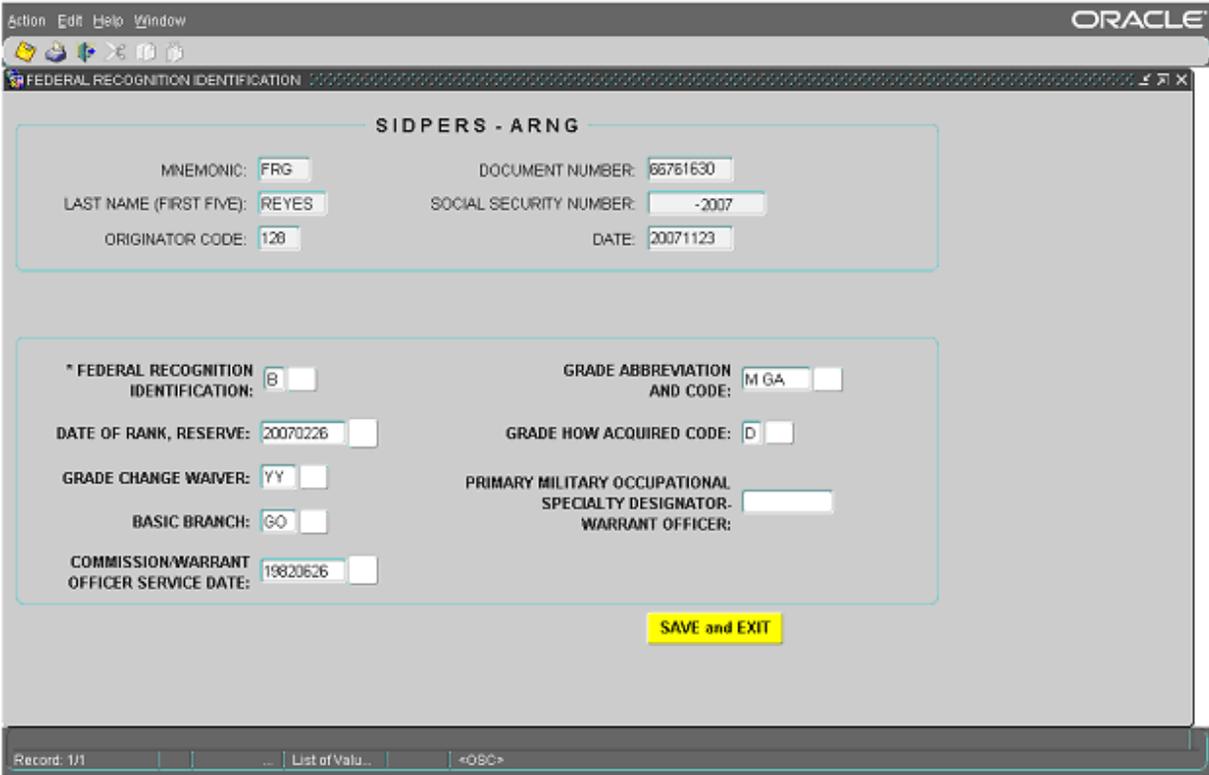


Figure 4-59. FEDERAL RECOGNITION IDENTIFICATION Screen

Table 4-59 describes the fields and the button on this screen.

Table 4-59. FEDERAL RECOGNITION IDENTIFICATION Screen Description

Field/Button	Description
*FEDERAL RECOGNITION IDENTIFICATION:	Enter the appropriate code for which Federal recognition was granted. Applicable codes within this transaction are B, C, or D only. Example: B (Promotion) C (Change of Branch) D (Change of MOS; warrant officer only)
GRADE ABBREVIATION AND CODE:	Enter the appropriate code for which Federal recognition was granted. This entry is required for promotion and reduction. Example: CW2W (Chief Warrant Officer, W2) MAJD (Major)
DATE OF RANK, RESERVE:	Enter the date (YYYYMMDD) the individual was promoted. This entry is required in cases of promotion. Example: 20070101 (1 January 2007)

Field/Button	Description
GRADE HOW ACQUIRED CODE:	This alphabetic code identifies the reason for an individual's change in grade. Required for a promotion. Example: D (Officer Promotion other than code B; advancement of only one pay grade)
GRADE CHANGE WAIVER:	This code identifies the waiver allowed for Federal recognition to be granted. If waiver is granted for promotion, this entry is required. Enter appropriate code. Example: D2 (Promoted without regard to position vacancy.)
BASIC BRANCH:	Enter the appropriate code for the branch for which Federal recognition was granted. This entry is required in cases of change of branch. NOTE: Basic Branch cannot be entered for a Warrant Officer. Example: AG (Adjutant General's Corps)
PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR WARRANT OFFICER:	This applies to warrant officers only. Identifies the Primary Military Occupational Specialty (PMOS) the warrant officer carries under this Federal recognition. This is a required entry for change of PMOS. Example: 42OA0
COMMISSION/WARRANT OFFICER SERVICE DATE:	Enter the date (YYYYMMDD) when an individual's initial or constructive commissioned/warrant officer service began. Example: 20070201 (1 February 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.35 GRADE ABBREVIATION AND CODE Screen

Use this screen to change or correct an officer's Grade Abbreviation and Code and an Effective Date of Grade for enlisted personnel or officers.

To access this screen (Figure 4-60) from the **TRANS MNEMONIC MENU** screen, enter **GRCD (GRADE ABBREVIATION AND CODE)** in the *MNEMONIC field and enter the required data.

The screenshot shows a window titled "GRADE ABBREVIATION AND CODE" with the Oracle logo in the top right. The main area is titled "SIDPERS - ARNG". It contains several input fields: MNEMONIC (GRCD), DOCUMENT NUMBER (35347355), LAST NAME (FIRST FIVE) (AARON), SOCIAL SECURITY NUMBER (-2007), ORIGINATOR CODE (128), DATE (20071112), GRADE ABBREVIATION CODE (SPCM), and EFFECTIVE DATE OF GRADE (19910701). A yellow button labeled "SAVE and EXIT" is located at the bottom right of the form area. The bottom status bar shows "Record: 1/1" and a "List of Valu..." button.

Figure 4-60. GRADE ABBREVIATION AND CODE Screen

Table 4-60 describes the fields and the button on this screen.

Table 4-60. GRADE ABBREVIATION AND CODE Screen Description

Field/Button	Description
GRADE ABBREVIATION CODE:	A rating in a graduated progression of ratings in an armed service. The abbreviation and code is for the rank, which the individual is now serving or has served. Example: 2LT7 (Second Lieutenant with over 4 years of service as an enlisted person.) NOTE: This transaction applies only to codes CPT5, CPTE, ILT6, ILTF, 2LTG, and 2LT7.
EFFECTIVE DATE OF GRADE:	Enter the effective date (YYYYMMDD) of appointment for officers or lateral appointment for enlisted personnel. This date is also for administrative reductions or reinstatement following an administrative reduction. The field may not be left blank. Example: 20071115 (15 November 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.36 GRADE CHANGE Screen

Use this screen to change grade because of promotion, or reduction. This transaction is used only for enlisted personnel. To change a grade for an officer, see Grade Abbreviation and Code (GRCD) transaction.

NOTE:

Transaction Date must be the effective date indicated on the Promotion or Reduction order.

To access this screen (Figure 4-61) from the **TRANS MNEMONIC MENU** screen, enter **GRCH** in the ***MNEMONIC** field and then enter the required data.

The screenshot shows the Oracle SIDPERS - ARNG GRADE CHANGE screen. The window title is "GRADE CHANGE" and the Oracle logo is in the top right. The screen is divided into several sections:

- Header:** SIDPERS - ARNG
- Personnel Information:**
 - MNEMONIC: GRCH
 - DOCUMENT NUMBER: 45327355
 - LAST NAME (FIRST FIVE): AARON
 - SOCIAL SECURITY NUMBER: -2007
 - ORIGINATOR CODE: 12B
 - DATE: 20071112
- Grade Change Details:**
 - *GR.ABBR.CODE: SPCM
 - *GR.HOW.ACQ.CODE: D
 - *DOR.RES: 19910701
 - PMOSD.ENLD.BASIS.ACQ: A
 - GR.CH.WVR: YY
 - DY.POSN.QUAL: Q
 - PMOSD.ENLD: 54B10
 - ASI.PMOSD.ENLD: YY
 - SMOSD.ENLD: 66M10
 - ASI.SMOSD.ENLD: YY
 - AMOSD.ENLD: 19K10
 - ASI.AMOSD.ENLD: YY
- Action:** A yellow button labeled "SAVE and EXIT" is located at the bottom right of the form area.
- Footer:** Record: 1/1, List of Valu..., and -OSC>

Figure 4-61. GRADE CHANGE Screen

Table 4-61 describes the fields and the button on this screen.

Table 4-61. GRADE CHANGE Screen Description

Field/Button	Description
*GR_ABBR_CODE:	<p>GRADE ABBREVIATION CODE Enter the correct Grade Abbreviation and Code. Example: SFC7 (Sergeant First Class)</p>
*GR_HOW_ACQ_CODE:	<p>GRADE HOW ACQUIRED CODE This alphabetic data element identifies the reason for a change in an individual's grade. Example: D (Enlisted promotion advancement of only one pay grade)</p>
*DOR_RES:	<p>DATE OF RANK RESERVE Enter the date (YYYYMMDD) when an individual was promoted, reduced, or laterally appointed to include any adjustment. Example: 20070615 (15 June 2007) ADVANCEMENT – Enter the Date of Rank as indicated on the DA Form 4187. PROMOTION/REDUCTION – Enter the date of the order or the Date of Rank as indicated on the order.</p>
PMOSD_ENLD_BASIS_ACQ:	<p>PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED BASIS FOR ACQUIRING This data element is used to identify how or why an individual's PMOS has changed. Example: A successful completion of formal school training to include MOS award at any U.S. Army Training and Doctrine Command (TRADOC) Army Service School or at a U.S. Army Training Center</p>
GR_CH_WVR:	<p>GRADE CHANGE WAIVER This code identifies the waiver granted for promotion. Example: D2 (Promoted without regard to position vacancy)</p>
DY_POSN_QUAL:	<p>DUTY POSITION QUALIFICATION Designates the commander's evaluation of the individual's ability to perform the assigned duty. Example: Q (Qualified)</p>
PMOSD_ENLD:	<p>PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR ENLISTED Enter PMOS awarded on orders. Example: 42A40 (Personnel Sergeant)</p>

Field/Button	Description
ASI_PMOSD_ENLD:	<p>ADDITIONAL SKILL IDENTIFIER – PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR ENLISTED</p> <p>Identifies the individual’s specialized skill directly related to the PMOS. The ASI is in the sixth and seventh positions of the ASI PMOSD ENLD.</p> <p>Example: A3 (Force Development [TAADS])</p>
SMOSD_ENLD:	<p>SECONDARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED</p> <p>Identifies MOS subordinate to PMOS. In order to be promoted to E7 and above, an individual must be awarded or eligible for Secondary Military Occupational Specialty (SMOS).</p> <p>Example: 42L4O (Administration Specialist)</p>
ASI_SMOSD_ENLD:	<p>ADDITIONAL SKILL IDENTIFIER – SECONDARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED</p> <p>Enter the designated ASI for the SMOS.</p> <p>Example: F5 (Postal Operations)</p>
AMOSD_ENLD:	<p>ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED</p> <p>AMOS, in addition to PMOS and SMOS. The individual must be qualified through formal training or experience.</p> <p>Example: 92Y4O(Senior Supply Specialist)</p>
ASI_AMOSD_ENLD:	<p>ADDITIONAL SKILL IDENTIFIER – ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED</p> <p>Enter the designated ASI for the AMOSD.</p> <p>Example: F4 [Division’s Supply Operations Automated (Property Book)]</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.37 GRADE CHANGE WAIVER Screen

Use this screen to correct previous Grade Change Waiver (GRWV) entry.

To access this screen (Figure 4-62) from the **TRANS MNEMONIC MENU** screen, enter **GRWV** in the ***MNEMONIC** field and enter the required data.

Figure 4-62. GRADE CHANGE WAIVER Screen

Table 4-62 describes the fields and the button on this screen.

Table 4-62. GRADE CHANGE WAIVER Screen Description

Field/Button	Description
*GRADE CHANGE WAIVER:	This data element identifies the waiver granted for promotion or appointment. Example: D2 (Promoted without regard to position vacancy.) NOTE: To delete, use data code YY.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.38 INITIAL ACTIVE DUTY TRAINING Screen

Use this screen to change training status as it relates to entering or returning from Initial Entry Training (IET).

To access this screen (Figure 4-63) from the **TRANS MNEMONIC MENU** screen, enter **IADT** in the ***MNEMONIC** field and enter the required data.

Figure 4-63. INITIAL ACTIVE DUTY TRAINING Screen

Table 4-63 describes the fields and the button on this screen.

Table 4-63. INITIAL ACTIVE DUTY TRAINING Screen Description

Field/Button	Description
*TNG_STAT:	<p>TRAINING STATUS</p> <p>Enter the alphabetic code that identifies an individual’s initial entry training status.</p> <p>Example:</p> <p>A (NPS, awaiting IET in a pay status)</p> <p>C [Individual completed IADT (enlisted NPS and officers)]</p>
*DATE_TNG_STAT:	<p>DATE OF TRAINING STATUS</p> <p>Enter the date (YYYYMMDD) an individual enters training status, or last change in training status.</p> <p>Example: 20070916 (16 September 2007)</p>

Field/Button	Description
PHYS_CAT:	<p>PHYSICAL CATEGORY</p> <p>Identifies an individual's physical duty limitation as indicated on SF-88. See <i>NGB Pam 25-10</i> for a detailed explanation of each category.</p>
PHYS_PRFL_SER:	<p>PHYSICAL PROFILE SERIAL</p> <p>Identifies the physical abilities classification in terms of six factors designated as PULHES.</p>
HEIGHT_IND:	<p>HEIGHT, INDIVIDUAL</p> <p>Indicates height in inches.</p>
WEIGHT_IND:	<p>WEIGHT, INDIVIDUAL</p> <p>Indicates weight in pounds.</p>
YR_MO_LAST_PHYS_EXAM:	<p>YEAR-MONTH LAST PHYSICAL EXAM</p> <p>Date (YYYYMM) of last physical exam.</p>
POSN_NBR_EXCESS_IND:	<p>POSITION NUMBER EXCESS INDIVIDUAL</p> <p>Enter the code that identifies the individual's excess status. This field must contain the position number excess code when an individual is in an excess status. Example: 9992 (Assigned to extra TDA position.)</p> <p>NOTE: To delete, input the data code YYYY.</p>
PMOSD_ENLD_BASIS_ACQ:	<p>PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED – BASIS FOR ACQUIRING</p> <p>Identifies how or why an individual PMOS has changed.</p>
AUTH_PARA_DSG:	<p>AUTHORIZED PARAGRAPH DESIGNATOR</p> <p>Identifies the subdivision of a unit authorization document (MTOE/TDA) that the individual is assigned to.</p>
AUTH_LINE_DSG:	<p>AUTHORIZED LINE DESIGNATOR</p> <p>Identifies a specific position that an individual is assigned to in an organizational document (MTOE/TDA).</p>
PMOSD_ENLD:	<p>PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED</p> <p>Identifies the Primary MOS awarded by orders.</p>
NBR_MO_ACT_FED_SVC:	<p>NUMBER MONTHS ACTIVE FEDERAL SERVICE</p> <p>Identifies the cumulative period of creditable full-time active duty expressed in 30 day increments. If the value is less than 100, precede it with zeros.</p>
DUTY_POSITION:	<p>DUTY POSITION</p> <p>Identifies the skills and job requirements an individual is actually performing as reflected in the authorization document.</p>

Field/Button	Description
DUTY_POSN_QUAL:	DUTY POSITION QUALIFICATION Designates the commander's evaluation of the individual's ability to perform the assigned duty.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.39 INCENTIVE PAY Screen

Use this screen to award or withdraw Incentive Pay or to correct a previous entry.

To access this screen (Figure 4-64) from the **TRANS MNEMONIC MENU** screen, enter **IPAY** in the ***MNEMONIC** field and then enter the required data.

The screenshot shows the 'INCENTIVE PAY' screen within the 'SIDPERS - ARNG' application. The interface includes a menu bar with 'Action', 'Edit', 'Help', and 'Window'. The main area contains several input fields: 'MNEMONIC' (IPAY), 'DOCUMENT NUMBER' (36347355), 'LAST NAME (FIRST FIVE)' (AARON), 'SOCIAL SECURITY NUMBER' (-2007), 'ORIGINATOR CODE' (123), and 'DATE' (20071112). Below these are two sections for 'INCENTIVE PAY INDICATOR NUMBER ONE' and 'INCENTIVE PAY INDICATOR NUMBER TWO', each with a 'DATE INCENTIVE PAY NUMBER' field. A yellow 'SAVE and EXIT' button is located at the bottom center. The Oracle logo is visible in the top right corner. The bottom status bar shows 'Record: 1/1' and '<OSC>'.

Figure 4-64. INCENTIVE PAY Screen

Table 4-64 describes the fields and the button on this screen.

Table 4-64. INCENTIVE PAY Screen Description

Field/Button	Description
INCENTIVE PAY INDICATOR NUMBER ONE:	This is the first pay over and above basic pay for hazardous duty. Enter the appropriate code. The field cannot be left blank. Example: 4 (Demolition Duty Pay) NOTE: Zero fill to delete. When you delete the effective date, it must be entered in the DATE INCENTIVE PAY NUMBER ONE field.
DATE INCENTIVE PAY NUMBER ONE:	Enter the effective date (YYYYMMDD) of entitlement or termination. Example: 20070101 (1 January 2007)
INCENTIVE PAY INDICATOR NUMBER TWO:	This is a second pay over and above basic pay for hazardous duty. Enter the appropriate numeric. The field cannot be blank. Example: 3 (Parachute Duty Pay) NOTE: Zero fill to delete. When deleting, the effective date must be entered in DATE INCENTIVE PAY NUMBER TWO field.
DATE INCENTIVE PAY NUMBER TWO:	Enter the effective date (YYYYMMDD) of entitlement or termination. Example: 20070609 (9 June 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.40 INITIAL PROCUREMENT AND DATE Screen

Use this screen to correct previous IPCD entry. Use the screen for both non-prior and prior service personnel.

To access this screen (Figure 4-65) from the **TRANS MNEMONIC MENU** screen, select **IPCD** in the ***MNEMONIC** field and enter the required data.

Figure 4-65. INITIAL PROCUREMENT AND DATE Screen

Table 4-65 describes the fields and the button on this screen.

Table 4-65. INITIAL PROCUREMENT AND DATE Screen Description

Field/Button	Description
*INITIAL PROCUREMENT (Next three data elements)	Enter the correct codes for MPC at the time the individual first obtained a military status, the previous organization identification, and the procurement program under which the individual first obtained a military status.
*MIL_PERS_CLASS	MILITARY PERSONNEL CLASS Enter appropriate code (commissioned officer, warrant officer, or enlisted) indicating MPC for individual at time of first military status. Example: E (Enlisted)
*PREV_ORG_IDENT	PREVIOUS ORGANIZATION IDENTIFICATION (1A): Enter applicable code. Initial entry into any military service. Example: D (Active Component, U.S. Army) (B Army National Guard Unit) NOTE: Use B for NPS personnel.

Field/Button	Description
*PROCUREMENT PROGRAM	Enter the Procurement under which the individual first obtained a military status. Example: BJ (Standard Enlistment Option – Active Component only) AX (Title 10 USC 511d) ARNG NPS Gain
*DATE OF INITIAL PROCUREMENT	This is the date (YYYYMMDD) an individual first obtained military status. Example: 20070914 (14 September 2007)
SRC_ORIG_ENL_IND	SOURCE OF ORIGINAL ENLISTMENT/INDUCTION Enter the original source of an individual’s initial (first) enlistment/induction into service. The data is intended to be a permanent record and should change only if an error is found. Example: 0 (Induction – any service)
SRC_CMSN_WRNT	SOURCE COMMISSION/WARRANT This is the initial (first time) appointment and it applies to individuals now serving in a commissioned or warrant status. When the original source of appointment is incorrect on the database, enter the correct source of appointment code. If the data element is left blank, the system generates the code. Example: 0 (Academy graduate – any service)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.41 LANGUAGE IDENTITY Screen

Use this screen to correct, add, or delete a previous entry.

To access this screen (Figure 4-66) from the **TRANS MNEMONIC MENU** screen, enter **LANG** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

Figure 4-66. LANGUAGE IDENTITY Screen

Table 4-66 describes the fields and the button on this screen.

Table 4-66. LANGUAGE IDENTITY Screen Description

Field/Button	Description
*FIRST LANGUAGE IDENTITY	A language other than English, reported as a result of a language test recorded on DA Form 330. Enter the appropriate code. This must be alphabetic. Example: GM (German) NOTE 1: Data Code YY for no language proficiency. NOTE 2: An enlisted individual with a language identity must have L in the fifth position (SQI) of the MOS.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.42 LOCAL DATA PERSONNEL Screen

Use this screen to provide information concerning an individual that is not available in other data elements.

To access this screen (Figure 4-67) from the **TRANS MNEMONIC MENU** screen, enter **LDP** in the ***MNEMONIC** field and enter the required data.

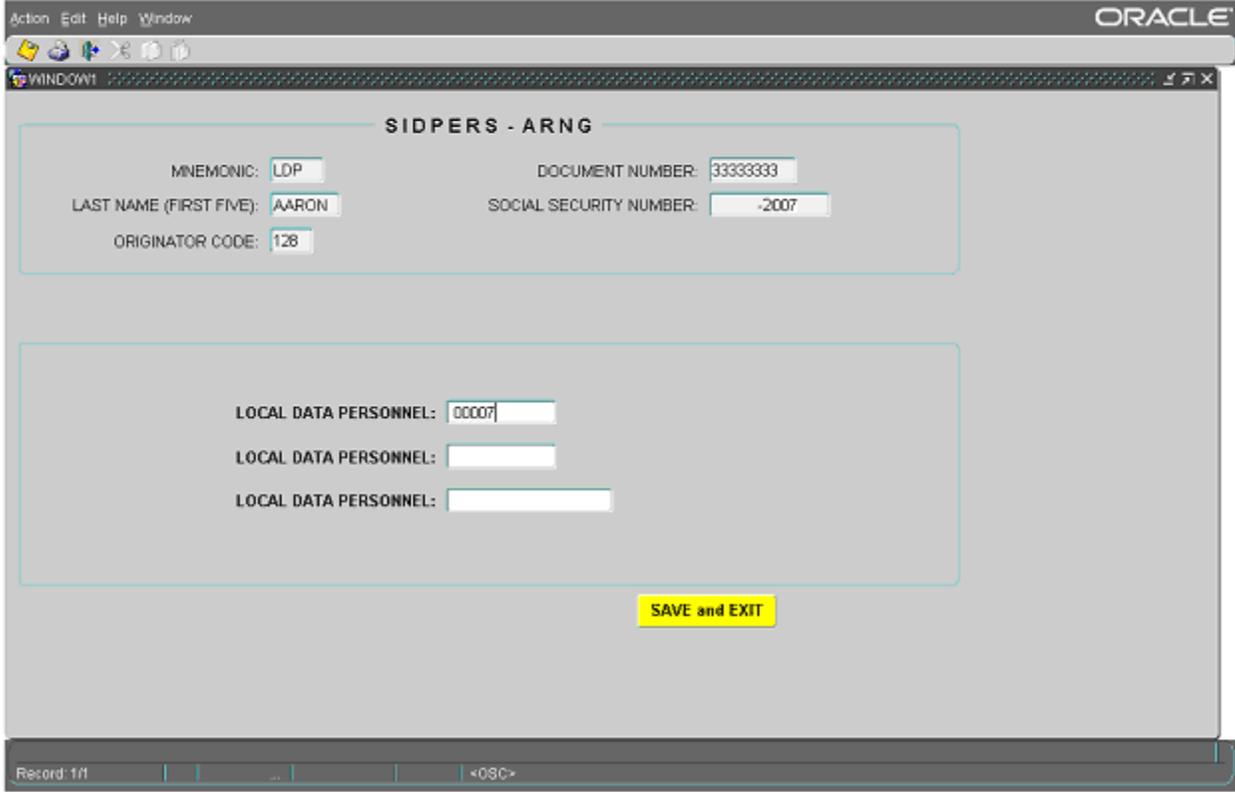


Figure 4-67. LOCAL DATA PERSONNEL Screen

Table 4-67 describes the fields and the button on this screen.

Table 4-67. LOCAL DATA PERSONNEL Screen Description

Field/Button	Description
LOCAL DATA PERSONNEL	This field allows seven alphanumeric characters for local state use. Any information entered in this field should be zero filled and left justified if the complete field is not used. When any information in this field is updated, only the character changed needs to be entered. This field should be kept under the control of the SIB Chief.
LOCAL DATA PERSONNEL	This field allows seven alphanumeric characters for local state use. Any information entered in this field should be zero filled and left justified if the complete field is not used. When any information in this field is updated, only the character changed needs to be entered. This field should be kept under the control of the SIB Chief.

Field/Button	Description
LOCAL DATA PERSONNEL	This field allows 11 alphanumeric characters for local state use. Any information entered in this field should be zero filled and left justified if the complete field is not used. When any information in this field is updated, only the character changed needs to be entered. This field should be kept under the control of the SIB Chief.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.43 LOCAL DATA PERSONNEL – HOL Screen

Use this screen to provide information at the NGB concerning the individual that is unavailable in data elements.

To access this screen (Figure 4-68) from the **TRANS MNEMONIC MENU** screen, enter **LDPA** in the ***MNEMONIC** field and enter the required data.

Figure 4-68. LOCAL DATA PERSONNEL – HOL Screen

Table 4-68 describes the fields and the button on this screen.

Table 4-68. LOCAL DATA PERSONNEL – HOL Screen Description

Field/Button	Description
*LOCAL DATA PERSONNEL	Enter information received from the States and as directed by NGB. Information sent from the NGB level to the SIB is input in this field to update the state database.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.44 MARITAL STATUS Screen

Use this screen to report a change or correction of an individual’s marital status and/or number of dependents.

To access this screen (Figure 4-69) from the **TRANS MNEMONIC MENU** screen, enter **MARS** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

The screenshot shows a web-based form titled "MARITAL STATUS" within the "SIDPERS - ARNG" application. The form is organized into two main sections. The top section contains fields for: MNEMONIC (MARS), LAST NAME (FIRST FIVE) (AARON), ORIGINATOR CODE (128), DOCUMENT NUMBER (12121212), SOCIAL SECURITY NUMBER (-2007), and DATE (20071112). The bottom section contains fields for: MARITAL STATUS (M), DEPENDENTS, NUMBER OF (3), BAO-DEP-TYPE (A), BAO-DOB-PD, BAO-STAT (1), and BAO-EFF-DATE (19951223). A yellow "SAVE and EXIT" button is located at the bottom right of the form. The Oracle logo is visible in the top right corner of the browser window.

Figure 4-69. MARITAL STATUS Screen

Table 4-69 describes the fields and the button on this screen.

Table 4-69. MARITAL STATUS Screen Description

Field/Button	Description
MARITAL STATUS	Enter appropriate code. Example: D (Divorced)
DEPENDENTS, NUMBER OF	Enter number of dependents. Example: 2 (Two dependents) NOTE: Individual having eight or more dependents is coded as 8.
BAQ_DEP_TYPE	BAQ DEPENDENT TYPE Enter member's dependent type for which Basic Allowance for Quarters is provided. Example: A (Spouse)
BAQ_DOB_PD	BAQ DATE OF BIRTH PRIMARY DEPENDENT Enter date (YYYYMMDD) of birth of youngest child. Entry is required if BAQ dependent type is other than A, B, I, O, or W. Example: 20070101 (1 January 2007)
BAQ_STAT	BAQ STATUS Enter member's numeric BAQ eligibility status. Entry is required if BAQ_STAT is other than zero. Example: 0 (No dependents)
BAQ_EFF_DATE	BAQ EFFECTIVE DATE This field identifies the date (YYYYMMDD) the BAQ status was certified. Entry is required if other than zero. Example: 20080625 (25 June 2008)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.45 MISCELLANEOUS Screen

Use this screen to report a change or correction of selected personnel information using only the data elements present on each transaction.

You access this screen (Figure 4-70) from the **TRANS MNEMONIC MENU** screen, enter **MISC** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

Figure 4-70. MISCELLANEOUS Screen

Table 4-70 describes the fields and the button on this screen.

Table 4-70. MISCELLANEOUS Screen Description

Field/Button	Description
CUMULATIVE MONTHS OF EXTENSION	Enter the number of months of all extensions for the present enlistment; justify with leading zeros if the value is less than 100. Example: 036 (36 months)
CUMULATIVE RETIREMENT POINTS	Enter the individual's total number of points; justify with leading zeros if the value is less than 1000. Example: 0180 (180 points) 1140 (1140 points)

Field/Button	Description
NBR_MO_ACT_FED_SVC	<p>NUMBER OF MONTHS OF ACTIVE FEDERAL SERVICE</p> <p>Enter the individual's total number of months; justify with leading zeros if the value is less than 100.</p> <p>Example: 036 (36 Months)</p>
TOT_YR_SAT_SVC_RT	<p>TOTAL YEARS SATISFACTORY FEDERAL SERVICE FOR RETIREMENT</p> <p>Identifies the individual's creditable years of military service acceptable for retirement; justify with leading zeros if the value is less than 10.</p> <p>Example: 08 (8 years)</p>
DETAIL BRANCH	<p>This field is only for commissioned officers. It is an alphabetical value for the branch where an officer is detailed other than a basic branch.</p> <p>NOTE: Data code YY identifies no Detail Branch.</p>
BASIC BRANCH	<p>This field is only for commissioned officers. It is an alphabetically value for the branch where an officer is commissioned/appointed.</p>
DSG_CON_SP	<p>DESIGNATED CONTROL SPECIALTY</p> <p>It is a numeric designation of a specialty that facilitates the management of commissioned officers.</p>
TRAINING STATUS	<p>Enter the appropriate code that identifies the individual's initial entry training status.</p> <p>NOTE: When correcting the Training Status, the DATE TNG STAT must be the date from block 43 of the Leave and Earning Statement (LES). Correction of input to Training Status requires input of DATE TNG STAT.</p>
DATE_TNG_STAT	<p>DATE OF TRAINING STATUS</p> <p>Enter the date (YYYYMMDD) when the individual enters training status, or date of last change in training status.</p> <p>NOTE: When a correction to DATE TNG STAT is being input and the date in block 43 of the LES is a prior date, input same Training Status as in PF with new DATE TNG STAT. Input of Training Status is required. When a correction to DATE TNG STAT is being input and the date in block 43 of LES is a later date, input correct Training Status with correct DATE TNG STAT.</p>

Field/Button	Description
END_DT_DTY_DEERS_ELIG	END DATE OF DUTY FOR DEERS ELIGIBILITY Enter the date (YYYYMMDD) when the soldier will terminate a tour of Active Duty that has lasted for 31 or more consecutive days.
START_DT_DTY_DEERS_ELIG	START DATE OF DUTY FOR DEERS ELIGIBILITY Enter the date (YYYYMMDD) when the soldier will terminate a tour of Active Duty.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.46 MILITARY EDUCATION COMPLETED Screen

Use this screen to update/correct an individual's level of completed military education and to indicate the highest military course or branch school completed.

To access this screen (Figure 4-71) from the **TRANS MNEMONIC MENU** screen, enter **MLED** in the ***MNEMONIC** field and enter the required data.

The screenshot shows the 'MILITARY EDUCATION COMPLETED' screen within the 'SIDPERS - ARNG' application. The interface includes a menu bar (Action, Edit, Help, Window) and the Oracle logo. The main form area contains several input fields:

- MNEMONIC: MLED
- DOCUMENT NUMBER: 12121212
- LAST NAME (FIRST FIVE): AARON
- SOCIAL SECURITY NUMBER: -2007
- ORIGINATOR CODE: 128
- DATE: 20071112

Below these fields are two columns of checkboxes for educational data:

- HIGHEST MILITARY COLLEGE/COURSE COMPLETED:
- COURSE LEVEL ENROLLED:
- BRANCH SCHOOL COMPLETED:
- BRANCH SCHOOL ENROLLED:
- NCO EDUCATION:
- NCO-EDUC-ENRLD:
- DATE-NCOES-COMPL:
- DATE-NCOES-ENRLD:
- NCOES-HOW-ACQD-CD:

A yellow 'SAVE and EXIT' button is located at the bottom center of the form area. The status bar at the bottom shows 'Record: 1/1' and '<08C>'.

Figure 4-71. MILITARY EDUCATION COMPLETED Screen

Table 4-71 describes the fields and the button on this screen.

Table 4-71. MILITARY EDUCATION COMPLETED Screen Description

Field/Button	Description
HIGHEST MILITARY COLLEGE/COURSE COMPLETED	Applicable to commissioned officers and warrant officers only. If Certificate of Completion/Diploma identifies a higher military education level than is presently resident on the database, enter the code indicating course completion. Example: DL (U.S. Army Command and General Staff Officer Course)
COURSE LEVEL ENROLLED	Course level where soldier was enrolled. Example: AD (AIR DEFENSE ARTILLERY) AG (ADJUTANT GENERAL'S CORPS)
BRANCH SCHOOL COMPLETED	Applies to commissioned officers and warrant officers only. If Certificate of Completion/Diploma indicates a branch school completion other than one currently resident on the database, enter the code indicating the branch school completed. Example: TC (Transportation Corps) AV (Aviation)
BRANCH SCHOOL ENROLLED	Branch of school where soldier was enrolled. Example: SP (ARMY MEDICAL SPECIALIST CORPS) SS (STAFF SPECIALIST)
NCO EDUCATION	Field applies only to enlisted personnel. If Certificate of Completion/Diploma is provided, enter the code indicating highest NCO education level. Example: 1 (PRIMARY Leadership Development Course)
NCO_EDUC_ENRLD	NCO EDUCATION ENROLLED The level of non-commissioned officer professional education in which the service member is currently enrolled. Example: 0 (NONE) 1 (PRIMARY) 2 (BASIC)
DATE_NCOES_COMPL	DATE_NCOES_COMPLETED Enter the official date (YYYYMMDD) a soldier completed his/her last Non-Commissioned Officer Education System (NCOES) course. Example: 20070522 (22 May 2007)
DATE_NCOES_ENRLD	DATE_NCOES_ENROLLED Enter the date (YYYYMMDD) NCOES enrolled. Example: 20070101 (1 January 2007)

Field/Button	Description
NCOES_HOW_ACQD_CD	NCOES_HOW_ACQUIRED_CD: Example: A – Resident (Active Component)/Actual Attendance B – Non-Resident (Reserve Component)/Actual Attendance
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.47 MILITARY OCCUPATIONAL SPECIALITY DESIGNATOR Screen

Use this screen to award or withdraw a Primary or Secondary MOS. Screen applies only to enlisted personnel and warrant officers.

NOTE:

For enlisted members in the bonus program, a change to an MOS that is not authorized for the bonus program requires input of **ERBR** transaction with code *I* in CURR-INC TERM STAT. Date must also be entered.

To access this screen (Figure 4-72) from the **TRANS MNEMONIC MENU** screen, enter **MOS** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with the current SIDPERS data.

Figure 4-72. MILITARY OCCUPATIONAL SPECIALITY DESIGNATOR Screen

Table 4-72 describes the fields and the button on this screen.

Table 4-72. MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR Screen Description

Field/Button	Description
PMOSD_ENLD_BASIS_ACQ	PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED BASIS FOR ACQUIRING Identifies how or why an individual’s PMOS has changed. Example: H (Promotion or reduction in grade)
DY_POSN_QUAL	DUTY POSITION QUALIFICATION Designates the commander’s evaluation of the individual’s ability to perform the assigned duty
PMOSD_ENLD	PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR ENLISTED Enter PMOS awarded on orders. Example: 42A4O (Personnel Sergeant)
ASI_PMOSD_ENLD	ADDITIONAL SKILL IDENTIFIER – PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED
SMOSD_ENLD	SECONDARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED Identifies the Military Occupational Specialty Designator, which is next in significance to the Primary Military Occupational Specialty Designator (PMOSD) of an enlisted member. Example: 42L4O (Administration Specialist)
AIS_SMOSD_ENLD	ADDITIONAL SKILL IDENTIFIER – SECONDARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED Enter the designated ASI for the SMOS. Example: F5 (Postal Operations)
AMOSD_ENLD	ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR ENLISTED Enter the AMOS awarded on orders. Example: 92Y4O (Senior Supply Sergeant)
AIS_AMOSD_ENLD	ADDITIONAL SKILL IDENTIFIER – ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED Enter the designated ASI for the AMOSD. Example: F4 (Divisions Supply Operations Automated (Property Book))

Field/Button	Description
PMOSD_WO	PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER Enter the PMOSD awarded on orders. Example: 420A0 (Military Personnel Technician)
AIS_PMOSD_WO	ADDITIONAL SKILL IDENTIFIER – PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER Enter the designated ASI for the PMOSD. Example: 69XA0 (IBM 360/65 Technician)
AMOSD_WO	ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER Enter the AMOSD awarded on orders. Example: 251A0 (Data Processing Technician)
AIS_AMOSD_WO	ADDITIONAL SKILL IDENTIFIER – ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER Enter the designated ASI for the AMOSD. Example: ID (AUTODIN System Technician)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.48 MANDATORY PROMOTION BOARD RESULTS Screen

Use this screen to record information received from NGB on the Mandatory Promotion Board Results roster or to change incorrect information previously entered. Screen applies only to commissioned officers.

To access this screen (Figure 4-73) from the **TRANS MNEMONIC MENU** screen, enter **MPBR** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

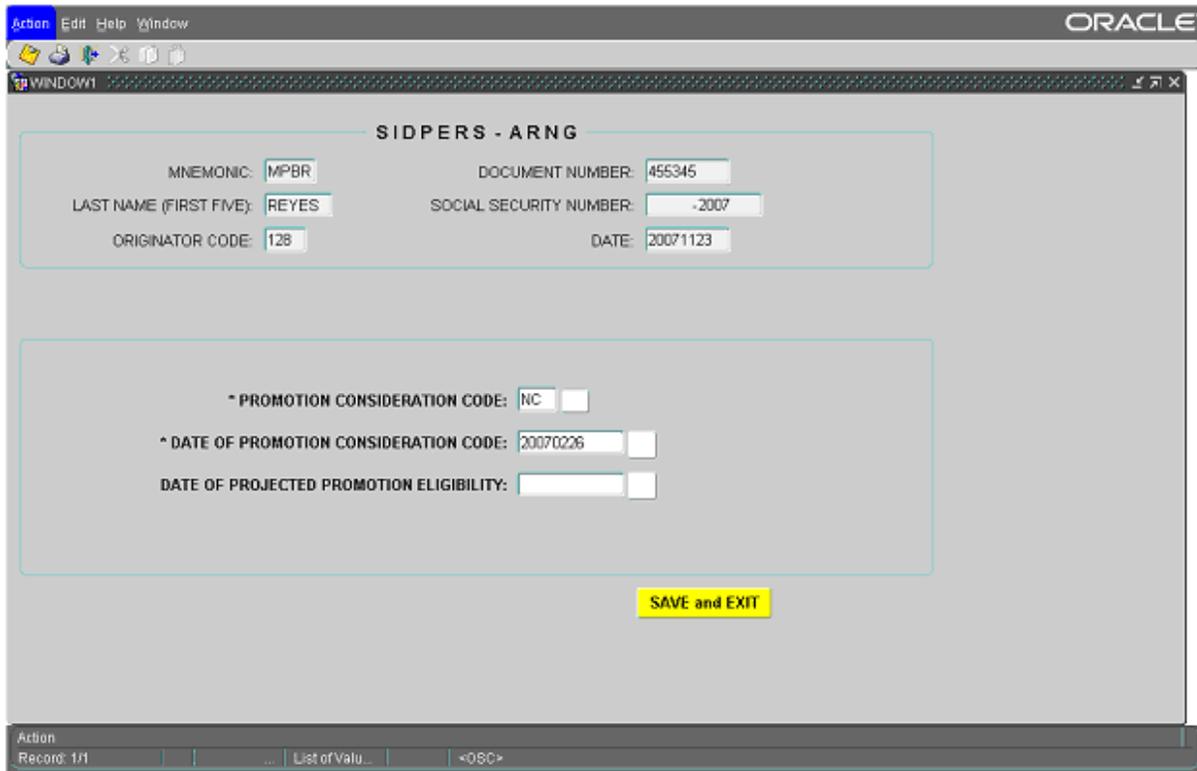


Figure 4-73. MANDATORY PROMOTION BOARD RESULTS Screen

Table 4-73 describes the fields and the button on this screen.

Table 4-73. MANDATORY PROMOTION BOARD RESULTS Screen Description

Field/Button	Description
*PROMOTION CONSIDERATION CODE	Enter appropriate code indicating promotion status. Example: NC (Officer not considered for promotion to next higher grade)
*DATE OF PROMOTION CONSIDERATION CODE	This is the date (YYYYMMDD) when the status changed. Example: 19850101 (1 January 1985)
DATE OF PROJECTED PROMOTION ELIGIBILITY	Enter the date (YYYYMMDD) when the officer will become eligible for mandatory promotion. Zero filled for officers in grade of CW4 and COL and above. Example: 20070723 (23 July 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.49 MANDATORY REMOVAL REASON AND DATE Screen

Use this screen to report an exception/change to Mandatory Removal Reason and Date. It applies only to commissioned officers/warrant officers.

To access this screen (Figure 4-74) from the **TRANS MNEMONIC MENU** screen, enter **MRD** in the ***MNEMONIC** field and enter the required data.

The screenshot shows a web browser window titled "MANDATORY REMOVAL REASON AND DATE" with the Oracle logo in the top right. The main content area is titled "SIDPERS - ARNG" and contains several input fields:

- MNEMONIC: MRD
- DOCUMENT NUMBER: 535345
- LAST NAME (FIRST FIVE): REYES
- SOCIAL SECURITY NUMBER: -2007
- ORIGINATOR CODE: 128
- DATE: 20071123

Below these fields, there are two more input fields:

- MANDATORY REMOVAL REASON: Y
- DATE OF MANDATORY REMOVAL: 20170725

A yellow button labeled "SAVE and EXIT" is located at the bottom right of the form area. The bottom status bar shows "Record: 1/1" and "List of Valu..." with a "<ESC>" key icon.

Figure 4-74. MANDATORY REMOVAL REASON AND DATE Screen

Table 4-74 describes the fields and the button on this screen.

Table 4-74. MANDATORY REMOVAL REASON AND DATE Screen Description

Field/Button	Description
MANDATORY REMOVAL REASON	Enter the code that identifies the condition under which an individual is remaining in an active status and the reason for eventual removal. Example: A (To reach maximum age)
DATE OF MANDATORY REMOVAL	Enter as the date (YYYYMMDD). Example: 20070612 (12 June 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.50 NAME Screen

Use this screen to report an individual's name, changed to correct an erroneous entry or by court order or marriage.

To access this screen (Figure 4-75) from the **TRANS MNEMONIC MENU** screen, enter **NAME** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with the current SIDPERS data.

The screenshot shows the 'NAME' screen within the 'SIDPERS - ARNG' application. The interface includes a menu bar with 'Action', 'Edit', 'Help', and 'Window'. The main area contains several data entry fields:

- MNEMONIC:** NAME
- DOCUMENT NUMBER:** 12121212
- LAST NAME (FIRST FIVE):** AARON
- SOCIAL SECURITY NUMBER:** -2007
- ORIGINATOR CODE:** 128
- DATE:** 20071112

Below these fields is a large text area labeled *** NAME INDIVIDUAL:** with the value **AARON EARLON LEE** entered. At the bottom right of the main area is a yellow button labeled **SAVE and EXIT**. The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'.

Figure 4-75. NAME Screen

Table 4-75 describes the fields and the button on this screen.

Table 4-75. NAME Screen Description

Field/Button	Description
*NAME INDIVIDUAL	<p>Enter the name as shown on source documents. Must be alphabetic and can contain a hyphen. No punctuation is used.</p> <ul style="list-style-type: none"> • The complete name begins in the leftmost position of the data field, as follows: last name (Surname), space, full first name, space, full middle name (if no middle name, the middle initial), additional middle initials (if any), space, and designators such as Jr, Sr, II, III, as applicable. • If the last name uses or exceeds 25 positions, show it up to the 25th position, then enter a space and the first name initial only. If there is a Jr, Sr, II or III involved, show the last name only through the 21st or 22nd position space, first name initial only, space, and appropriate designator. • If the full name exceeds 27 character positions, enter full last name, a space, and in the remaining positions enter as much of the name as possible. • In cases where the full name exceeds 27 character positions and is followed by designators such as Jr, Sr, II, III, the designators must be entered preceded by a space, even if a part of the first name must be dropped. • The PERSMENU form does not allow special characters to be entered in the LAST NAME (FIRST FIVE) field. Therefore, records in the database with special characters present in the first five characters of the Last Name cannot be retrieved. Currently, special characters entered in the NAME_IND column in the PERS_PERSON_TBL cannot be saved. From SIDPERS R1.09 forward, LAST_NAME (FIRST FIVE) field on the PERSMENU form will accept all special characters and allow the record to be retrieved and displayed on the NAME form only. When saving the record back to the database, no special characters are allowed in the NAME INDIVIDUAL field. <p>Example: RODRIGUEZ ANDR JR (Andrew Alan Rodriquez Jr) RODRIGUEZ –AMIRANDAS ANDREA (An example of when a hyphen is used.)</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.51 NON PRIOR SERVICE GAIN (Page 1) Screen

Use this screen to add a record to the database for an individual who has no prior military service.

To access this screen (Figure 4-76) from the **TRANS MNEMONIC MENU** screen, enter **NPSG** in the ***MNEMONIC** field and enter the required data. The **PAGE1** tab is the default tab selection.

The screenshot displays the 'Non Prior Service Gain' screen within the 'SIDPERS - ARNG' application. The window title is 'Non Prior Service Gain' and the Oracle logo is in the top right corner. The screen is divided into several sections:

- Header Section:** Contains fields for 'MNEMONIC: NPSG', 'DOCUMENT NUMBER: 53253535', 'LAST NAME: HOLLY', 'SOCIAL SECURITY NUMBER: -2007', 'ORIGINATOR CODE: 128', and 'DATE: 20071123'. A yellow 'SAVE and EXIT' button is located on the right side.
- Navigation Tabs:** A row of tabs labeled 'PAGE1', 'PAGE2', 'PAGE3', and 'PAGE4'. 'PAGE1' is currently selected.
- Main Data Entry Section:** Contains several input fields:
 - * NAME INDIVIDUAL: []
 - STREET ADDRESS: []
 - ADDRESS CITY: []
 - * ZIP CODE: []
 - COUNTRY OF RESIDENCE: [] []
 - * MARITAL STATUS: [] []
 - STATES OF US: [] []
 - MAIL APO/FPO IDENT: [] []
 - * CURRENT UPC: [] []
 - * DEPENDENTS, NUMBER OF: []
- LOCAL DATA Section:** A sub-section with tabs 'O/W' and 'E'. It contains four input fields:
 - LOCAL DATA PERSONNEL: []
 - LOCAL DATA PERSONNEL: []
 - LOCAL DATA PERSONNEL: []
 - LOCAL DATA, PERS-HOL: []

Figure 4-76. NON PRIOR SERVICE GAIN (PAGE 1) Screen

Table 4-76 describes the fields and the button on this screen.

Table 4-76. NON PRIOR SERVICE GAIN (PAGE 1) Screen Description

Field/Button	Description
*NAME INDIVIDUAL	<p>Enter an individual legal name. Must be alphabetic. Punctuation is not required.</p> <ul style="list-style-type: none"> • The complete name begins in the left-most position of the data field, as follows: last name (Surname), space, full first name, space, full middle name (or if no middle name, then middle initial), additional middle initials (if any), space, and designators such as Jr, Sr, II, III, as applicable. • If the last name uses or exceeds 25 positions, show the last name up to the 25th position, a space, and the first name initial only. If there is a Jr, Sr, II or III involved, show the last name only through the 21st or 22nd position space, first name initial only, space, and appropriate designator. • If the full name exceeds 27 character positions, enter the full last name, space, and in the remaining positions enter as much of the remaining name as possible. • In cases where the full name exceeds 27 character positions and is followed by designators such as Jr, Sr, II, III, then the designator must be preceded by a space when it is entered (even if part of the first name must be omitted). Example: RODRIGUEZ ANDR JR (Andrew Alan Rodriguez Jr) <p>NOTE: For the next five data elements, if an individual has an APO/FPO only, then enter the Data Element <i>Mail APO/FPO Identification</i>.</p>
STREET ADDRESS	<p>Enter the number of an edifice, with the name of the street, avenue, boulevard, or other identification, such as Post Office Box Number, Post Office Station, or Rural Route. Example: 509 W Broad St</p>
ADDRESS CITY	<p>Enter the name of a populated place. Example: Saint Paul</p>
STATES OF US	<p>STATES OF UNITED STATES Enter the standard alphabetic state code. Example: NC (North Carolina) NOTE: The District of Columbia and the territories of Guam, Puerto Rico, and the U.S. Virgin Islands are entered under States of the United States.</p>

Field/Button	Description
*ZIP CODE	Enter the individual's ZIP code, postal code, or APO/FPO Ident Number. Example: 28348
MAIL APO/FPO IDENT	MAIL APO/FPO IDENTIFICATION Enter the APO/FPO address beginning at the leftmost position. Example: APO NY 09300 NOTE: APO/FPO Ident Number must be entered in the ZIP CODE field.
COUNTRY OF RESIDENCE	Enter a standard alphabetic country code. Example: FR (France)
*CURRENT UPC	CURRENT UNIT PROCESSING CODE Identifies an individual's current unit of assignment. (UPC is the UIC minus the W.) Example: PFBAW (WPFBAW) NOTE: Do not use the letters <i>I</i> and <i>O</i> in the first two or the fifth positions of UPC. Do not use the letter <i>Z</i> in the first position.
*MARITAL STATUS	Enter the applicable code designated to indicate an individual's legal status as it relates to marriage. Example: S (Single) This is the status of an individual who has never been married.
*DEPENDENTS, NUMBER OF	Enter the number of dependents sponsored by service member. Example: 0 (No dependents) NOTE: Eight or more dependents are coded as 8.

4.5.52 NON PRIOR SERVICE GAIN (Page 2) Screen

Use this screen to add a record to the database for an individual who has no prior military service.

To access this screen (Figure 4-77) from the **TRANS MNEMONIC MENU** screen, enter **NPSG (NON PRIOR SERVICE GAIN)** in the ***MNEMONIC** field, enter the required data, and select the **PAGE2** tab on this screen.

Figure 4-77. NON PRIOR SERVICE GAIN (PAGE 2) Screen

Table 4-77 describes the fields and the button on this screen.

Table 4-77. NON PRIOR SERVICE GAIN (PAGE 2) Screen Description

Field/Button	Description
BAQ_DEP_TYPE	BAQ DEPENDENT TYPE Enter member's dependent type for which Basic Allowance for Quarters is provided. Example: A (Spouse)
BAQ_DOB_PD	BAQ DATE OF BIRTH PRIMARY DEPENDENT Enter date (YYYYMMDD) of birth of the youngest child. Entry is required if BAQ dependent type is other than A, B, I, O, or W. Example: 19760101 (1 January 1976)
*BAQ_STAT	BAQ STATUS Enter member's BAQ eligibility status (numeric). Example: 0 (No dependents)
BAQ_EFF_DATE	BAQ EFFECTIVE DATE This field identifies the date (YYYYMMDD) BAQ status was certified. Entry is required if other than zero. Example: 20070623 (23 June 2007)

Field/Button	Description
*ETHNIC GROUP	Enter the code which represents a service member's ethnic group as designated by the individual. Caucasian and African American must always be coded as X. Example: X (Other)
*DATE OF BIRTH	Example: 19760517 (17 May 1976)
*RELIGIOUS DENOMINATION	Enter the code for an individual's religious preference or non-preference. Example: GB (American Lutheran Church)
FIRST LANGUAGE IDENT	FIRST LANGUAGE IDENTITY This data element applies to languages other than English. If an individual has been tested and results are available on DA Form 330, enter the applicable language code. Example: GR (Greek)
*ASSIGNMENT/LOSS REASON	Enter the code indicating reason for an individual's assignment to current organization. Example: A1 (Appointed as commissioned officer.)
*DATE_ASG_LOSS_RSN	DATE OF ASSIGNMENT LOSS REASON Enter the effective date (YYYYMMDD) of the change of strength accountability upon gain or loss to the current organization. Example: 20070101 (1 January 2007)
*MIL_PERS_CLASS	MILITARY PERSONNEL CLASS Enter the code for commissioned officer, warrant, or enlisted. Indicates the MPC for the individual at the time of first military status. Example: O (Officer)
*PREV_ORG_IDENT	PREVIOUS ORGANIZATION IDENTIFICATION Enter the organizational code. Use the code identifying present organization for the NPS person. Example: B (Army National Guard Unit)
*PROCUREMENT PROG	PROCUREMENT PROGRAM Enter the Procurement Program where an individual first obtained a military status. Use AX for NPS person. Example: AX (Title 10 USC 511d)
*DATE_INIT_PROC	DATE OF INITIAL PROCUREMENT Enter the date (YYYYMMDD) an individual first obtains a military status. Example: 20070101 (1 January 2007)

Field/Button	Description
*PAY ENTRY BASIC DATE	Enter the date (YYYYMMDD) an individual's creditable service for pay purposes begins. Example: 20070101 (1 January 2007)
*CTZSP_STAT_US_ORGN	CITIZENSHIP STATUS, UNITED STATES ORIGIN Enter the code indicating the legal origin of an individual's United States citizenship. Example: A (Native Born)
*SEX	Enter the code that identifies the sex of an individual. <i>F</i> and <i>M</i> are the only applicable codes. Example: M (Male)
*RACE/POPULATION GROUP	Enter an alphabetical code for an individual's racial group. Example: A (African American) C (Caucasian) X (Other)

4.5.53 NON PRIOR SERVICE GAIN (Page 3) Screen

Use this screen to add a record to the database for an individual who has no prior military service.

To access this screen (Figure 4-78) from the **TRANS MNEMONIC MENU** screen, enter **NPSG** in the ***MNEMONIC** field, enter the required data, and select the **PAGE3** tab on this screen.

Figure 4-78. NON PRIOR SERVICE GAIN (PAGE 3) Screen

Table 4-78 describes the fields and the button on this screen.

Table 4-78. NON PRIOR SERVICE GAIN (PAGE 3) Screen Description

Field/Button	Description
*EXPN_RDY_RES_OBLIG_DATE	<p>EXPIRATION READY RESERVE OBLIGATION DATE</p> <p>Enter the expiration date (YYYYMMDD) when an individual has agreed to serve as a member of the Ready Reserve.</p> <p>Example: 20151231 (31 December 2015)</p>
EXPN_STAT_MIL_OBLIG_DATE	<p>EXPIRATION STATUTORY MILITARY OBLIGATION DATE</p> <p>Enter the date (YYYYMMDD) the individual's obligated statutory period of service will be completed.</p> <p>Example: 20151231 (31 December 2015)</p> <p>NOTE: For an NPSG, this is always a future date.</p>
*PHYSICAL CATEGORY	<p>Enter code to indicate how an individual has been categorized following a physical profile.</p> <p>Example: A (No duty limitations)</p>
*PHYSICAL PROFILE SERIAL	<p>Enter the code identifying an individual's physical ability to perform the demands within a MOS Physical Capacity Indicator, Upper Extremities Capacity Indicator, Lower Extremities Capacity Indicator, Hearing/Ears Capacity Indicator, Eyes/Vision Capacity Indicator, and Psychiatric Capacity Indicator (PULHES).</p> <p>Example: 11111 (No limitations)</p>
*HEIGHT, INDIVIDUAL	<p>Indicates height in inches.</p> <p>Example: 72 (72 inches)</p>
*WEIGHT, INDIVIDUAL	<p>Indicates weight in pounds.</p> <p>Example: 185 (185 pounds)</p> <p>NOTE: If the individual does not meet the minimum standards required by regulation, a waiver of A7 (Underweight/Overweight) must be accomplished and entered in the Appointment Waiver Condition (AWCD).</p>
*YR_MO_LAST_PHYS_EXAM	<p>YEAR AND MONTH OF LAST PHYSICAL EXAMINATION</p> <p>Enter the year and month (YYYYMM) of the completed physical examination.</p> <p>Example: 200711 (2007 November)</p>

Field/Button	Description
*GRADE ABBR CODE	<p>GRADE ABBREVIATION CODE</p> <p>Enter the abbreviation for grade in which the individual is entering the service and the applicable code. May not be left blank.</p> <p>Example: 2LTG (Second Lieutenant)</p>
ADD_WH_TAX	<p>ADDITIONAL WITHHOLDING TAX</p> <p>Indicates additional Federal Income Tax to be withheld from individual's pay.</p> <p>Example: 15 (\$15) 00 (none)</p> <p>NOTE: Code 999 indicates all money earned is to be withheld. Must be in whole dollar amounts. Entry for Number of Exemptions must be <i>000</i> if this field is to be applicable.</p>
*STATE TAX CODE	<p>Enter the code designating the state authorized to receive a copy of individual's Form W-2.</p> <p>Example: VA (Virginia)</p>
*NUMBER OF EXEMPTIONS	<p>Identifies the number of exemptions designated by the service member to be used in the computation of Federal tax withholding.</p> <p>Example: M02 (Married with two exemptions.)</p> <p>NOTE 1: Position 1 = Marital Status – valid code <i>M</i> or <i>S</i>. Positions 2 and 3 = Number of Exemptions</p>
*SGLI ELECT	<p>SERVICEMEN'S GROUP LIFE INSURANCE ELECTION</p> <p>Enter code identifying the type and amount of SGLI coverage chosen by the service member.</p> <p>Example: 5 (\$50,000)</p> <p>NOTE: <i>0</i> code is used to indicate that the service member waives coverage.</p>
*CIV_EDUC_LEVEL	<p>CIVILIAN EDUCATION LEVEL</p> <p>Enter the code representing the highest level of civilian education completed by the individual.</p> <p>Example: N (College graduate, regardless of number of years completed)</p>

Field/Button	Description
CIVILIAN EMPLOYER	<p>Enter the code representing an individual's full-time employer. Must leave blank for AGR personnel.</p> <p>Example: 2 (Private Industry)</p> <p>NOTE: Full-time support status is always coded K. The Department of the Army uses this for all technicians.</p>
MAJ_SUBJ_COL_EDUC	<p>MAJOR SUBJECT OF COLLEGE EDUCATION</p> <p>Enter the code representing the major field of study, pertaining to the highest civilian education of the service member.</p> <p>Example: BAA (Accounting/Auditing)</p> <p>NOTE: The Civilian Education Level of College, GED, or higher requires an entry in Major Subject of College Education.</p>
*CIVILIAN OCCUPATION	<p>Describes the individual's full-time occupation.</p> <p>Example: 160 (Accountants and Auditors)</p> <p>NOTE: If the civilian occupation is unemployed or full-time student, enter what the former main occupation was.</p>

4.5.54 NON PRIOR SERVICE GAIN (Page 4) Screen

Use this screen to add a record to the database for an individual who has no prior military service.

To access this screen (Figure 4-79) from the **TRANS MNEMONIC MENU** screen, enter **NPSG** in the ***MNEMONIC** field, enter the required data, and select the **PAGE 4** tab on this screen.

Figure 4-79. NON PRIOR SERVICE GAIN (PAGE 4) Screen

Table 4-79 describes the fields and the button on this screen.

Table 4-79. NON PRIOR SERVICE GAIN (PAGE 4) Screen Description

Field/Button	Description
*TECH_SSVC CODE	TECHNICIAN/SELECTIVE SERVICE CODE An Army National Guard member also employed as a technician or assigned to a Selective Service position. Must be alphabetic. Example: N (Not performing as a technician.)
*ACTIVE STATUS PROGRAM	Auto filled with Y.
*SECURITY CLEARANCE	Enter code representing the degree of an individual's current Security Clearance. Example: Y (No clearance granted/required) F (Secret)

Field/Button	Description
CIVILIAN GRADE	<p>Identifies the grade of Federal Civil Servant, to include ARNG technicians.</p> <p>Example: GS09 (General Schedule Level 09)</p> <p>NOTE: Civil Service employees who are not technicians require no entry in this field.</p>
*SCTY_INVES_STAT	<p>SECURITY INVESTIGATION STATUS</p> <p>Enter the appropriate code to indicate the type and the current status of the security investigation.</p> <p>Example: M (BI initiated, but not completed.) X (No investigation initiated.)</p>
DATE OF SCTY_CLEARANCE	<p>DATE OF SECURITY CLEARANCE</p> <p>Reflects the date (YYYYMMDD) a security clearance was granted, or the latest date of the security clearance validation.</p> <p>Example: 20070301 (1 March 2007)</p>
*CURR_AERO_RTG	<p>CURRENT AERONAUTICAL RATING</p> <p>If certification of Aeronautical Rating has been received, enter the data code identifying the position for which an individual has been rated.</p> <p>Example: 8 (Non-crewmember)</p>
*AUTH_LINE_DSG	<p>AUTHORIZED LINE DESIGNATOR</p> <p>Enter the MTOE/TDA line number to which an individual is being assigned; as noted on NGB Form 62, for Officer Appointment, in the first two positions. If designator contains a suffix, place in the third position; otherwise, the third position is left blank.</p> <p>Example: 05_ (Without a suffix, the third position is left blank.) 05A (With a suffix, the suffix is placed in the third position.)</p> <p>NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “ ”.</p>

Field/Button	Description
*AUTH_PARA_DSG	<p>AUTHORIZED PARAGRAPH DESIGNATOR</p> <p>Enter the paragraph number to which an individual is being assigned (as noted on NGB Form 62, for Officer Appointments) in the first three positions. If designator contains a suffix, place in the fourth position; otherwise, the fourth position is left blank.</p> <p>Example: 200_ (Without a suffix, the fourth position is left blank.) 200A (With a suffix, the suffix is placed in the fourth position.)</p> <p>NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>
*DUTY POSITION	<p>Enter the applicable code for each personnel record. The first five positions of this field represent the DSSI and DSS Officer, the sixth and seventh positions indicate the First Duty ASI, and the eighth and ninth positions indicate Duty LIC.</p> <p>NOTE: If a personnel detail line requires a First and Second Duty ASI and an LIC, the LIC has priority over the Second Duty ASI.</p> <p>Example: 12A0P3AGM (Duty Position Commissioned Officer; 12A0P = DSSI and DSS; 3A = ASI; GM = LIC)</p>
*POSN_NBR_EX_IND	<p>POSITION NUMBER EXCESS INDIVIDUAL</p> <p>This field must contain the position number excess code when an individual is in an excess status. Enter the code that identifies the individual’s excess status.</p> <p>Example: 9992 (Assigned to extra TDA position.)</p>
*DUTY POSITION QUAL	<p>DUTY POSITION QUALIFICATION</p> <p>This code must be alphanumeric. (Commander’s evaluation)</p> <p>Example: N (Not Qualified)</p> <p>NOTE: For a NPSG this is almost always coded as N (Not Qualified) except when an individual is hired based upon civilian-acquired skills.</p>
*ROTC_YRS_COMPL	<p>RESERVE OFFICER TRAINING CORPS YEARS COMPLETED</p> <p>Enter the total number of years (numeric) for completed ROTC training.</p> <p>Example: 4</p>

Field/Button	Description
*TY_ROT_C_PROG	TYPE RESERVE OFFICER TRAINING CORPS PROGRAM Enter the type of Reserve Officer Training Corps program in which an individual is enrolled. Example: F (ROTC – 4 years)
*ROTC_ARM_FORCES	RESERVE OFFICER TRAINING CORPS ARMED FORCES Enter the code identifying the service of the ROTC training. Example: D (Army)
*TRAINING STATUS	Enter the applicable code for an individual that identifies the status of their military training. Example: C (Individual completed IADT – enlisted NPS and officers) NOTE: A service member, who was gained from another state and has not attended IADT, is coded as a NPS member for training status purposes.
*DATE OF TRAINING STATUS	Enter the effective date (YYYYMMDD) of training status. Example: 20070101 (1 January 2007)
LOCAL DATA PERSONNEL	This is a field allowing seven alphanumeric characters for local state use. Any information entered in this field should be zero filled/left justified if the complete field is not used. This field should be kept under the control of the SIB Chief.
LOCAL DATA PERSONNEL	Again, this is a field allowing seven alphanumeric characters for local state use. Any information entered in this field should be zero filled/left justified if the complete field is not used. This field should be kept under the control of the SIB Chief.
LOCAL DATA PERSONNEL	This is a field allowing eleven alphanumeric characters for local state use. Any information entered in this field should be zero filled/left justified if the complete field is not used. This field should be kept under the control of the SIB Chief.
LOCAL DATA, PERS_HOL	Enter the information received as directed by NGB. This field is a vehicle by which information directed from NGB level to the SIB is input to update the state database.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.55 COMMISSIONED OFFICERS AND WARRANT OFFICERS Screen

Use this tab to enter data specific to officer/warrant service members.

To access this screen (Figure 4-80) from the **TRANS MNEMONIC MENU** screen, enter **NPSG** in the ***MNEMONIC** field, enter the required data, and select the **O/W** tab on this screen.

Figure 4-80. COMMISSIONED OFFICERS AND WARRANT OFFICERS Screen

Table 4-80 describes the fields on this screen.

Table 4-80. COMMISSIONED OFFICERS AND WARRANT OFFICERS Screen Description

Field/Button	Description
*SRC_CMSND_WRNT	SOURCE COMMISSION/WARRANT Enter the original source of commission or appointment. Example: (ROTC Scholarship)
*CMSND_WO_SVC_DATE	COMMISSIONED/WARRANT OFFICER SERVICE DATE Enter the date (YYYYMMDD) on when an individual's initial or constructive commissioned/warrant officer service began. Example: 20070101 (1 January 2007)
*APT_WVR_COND	APPOINTMENT WAIVER CONDITION Enter the code that identifies the circumstances or conditions the NGB has elected to waive to allow an individual to be appointed or commissioned. If none, leave blank. Example: A8 (Medical) NOTE: If more than one waiver condition exists, an AWC transaction must be processed upon gain of individual to the database.
BRANCH SCHOOL ENROLLED	If an individual is enrolled in branch school, enter the applicable code. The field may be blank, if the individual is not enrolled. Example: FI (Finance)
*COURSE LEVEL ENROLLED	Enter code to indicate if an individual is enrolled in a specific military course, or to indicate if an individual is not currently enrolled. Example: T0 (Withdrawal or non-participation in any of the above courses) F2 (Officer Career Course)

Field/Button	Description
*HI_MIL_COL_CR_COMPL	<p>HIGHEST MILITARY COLLEGE/COURSE COMPLETED</p> <p>If an individual has or has not completed a military/college course, enter the applicable code.</p> <p>Example: T0 (Withdrawal or non-participation in any of the above courses)</p>
*COMMAND STATUS	<p>Enter the code which identifies whether an individual is or is not assigned as a commander. This field applies only to commissioned officers and warrant officers.</p> <p>Example: 3 (Never assign as commander of a Selected Reserve unit.)</p>
*BASIC BRANCH	<p>Enter the Basic Branch to which a commissioned officer is appointed.</p> <p>Example: FI (Finance)</p> <p>NOTE: When an NPSG transaction is done on a commissioned officer, a ‘Specialty Skill Identifier’ (SSI) transaction is required for input of the Primary Specialty Skill Identifier (PSSI) to the database. Officers not having been awarded are coded as ‘OOD’ under PSSI on the SSI transaction.</p>
*PMOSD_WO	<p>PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER (5AN): Enter the warrant officer’s PMOSD as listed on endorsement of the NGB Form 62.</p> <p>Example: 420A0 (Military Personnel Technician)</p>
ASI_PMOSD_WO	<p>ADDITIONAL SKILL IDENTIFIER – PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER (2AN): Enter the code identifying the additional specialized skill in which a warrant officer is proficient, related to PMOSD.</p> <p>Example: 5G (Special Forces)</p> <p>NOTE: Data codes and meanings are found in AR611 112.</p>

4.5.56 ENLISTED Screen

Use this screen to enter date items specific to enlisted service members only.

To access this screen (Figure 4-81) from the **TRANS MNEMONIC MENU** screen, enter **NPSG** in the ***MNEMONIC** field, enter the required data, and select the **E** tab on this screen.

The screenshot shows a software interface titled 'LOCAL DATA' with a tab labeled 'E'. It contains several input fields with labels and checkboxes:

- ENLSTMT-WVR-COND: [] []
- * ENLISTMENT OPTION PERIOD: [] []
- * TERM-ENLSTMT-RES: []
- * ETS-DATE: [] []
- * ENLSTMT-REEL-BONUS-ENTL: [] []
- ENLSTMT-REEL-BONUS-AUTH: [] []
- ENLSTMT-REEL-BONUS-MOS: []
- DATE-ENLSTMT-REEL-BONUS: [] []
- DATE-EXEC-6-YR-SVC-OBLG : [] []
- NCO EDUCATION ENROLLED : [] []
- * AFQT-PCTL-SCORE: []
- * PMOSD-ENLD: []
- PMOSD-ENLD-BASIS-ACQ: [] []

Figure 4-81. ENLISTED Screen

Table 4-81 describes the fields on this screen.

Table 4-81. ENLISTED Screen Description

Field/Button	Description
ENLSTMT_WVR_COND	ENLISTMENT WAIVER CONDITION Enter the code representing a circumstance or condition the NGB has elected to waive to allow the enlistment of an individual. Example: D3 (Dependency of sole parent) NOTE: If more than one waiver condition exists, a EWCD transaction must be processed upon gain of the individual to the database.
*ENLISTMENT OPTION PERIOD	Enter the code indicating the terms (and years) that an individual agrees to upon enlistment. Example: 4 (4 x 0 Enlistment Option)
*TERM_ENLSTMT_RES	TERM OF ENLISTMENT – RESERVE Enter the number of months of this enlistment, not more than 96. Justify with leading zero. Term of Enlistment in months is counted from date of enlistment to the ETS date. Example: 096 (96 months)
*EST_DATE	EXPIRATION TERM OF SERVICE DATE Enter the date (YYYYMMDD) that this period of service expires. Example: 20071231 (31 December 2007) NOTE: This is the contractual date, not necessarily statutory.
*ENLSTMT_REEL_BONUS_ENTL	ENLISTMENT/REENLISTMENT BONUS RESERVE ENTITLEMENT (1A): Enter a code reflecting if an individual is or is not entitled to an enlistment bonus, and the type. Example: B (Educational Assistance Bonus)

Field/Button	Description
ENLSTMT_REENL_BONUS_AUTH	<p>ENLISTMENT/REENLISTMENT BONUS RESERVE ENTITLEMENT AUTHORIZATION</p> <p>Used to indicate authorization of the student loan repayment program.</p> <p>Example: T (Enlists, reenlists, or extends with Student Loan Repayment Program)</p> <p>NOTE: Input of this data element generates Current/Incentive Termination Status.</p>
ENLSTMT_REENL_BONUS_MOS	<p>ENLISTMENT/REENLISTMENT BONUS RESERVE MILITARY OCCUPATIONAL SPECIALTY ENLISTED</p> <p>Identifies the Military Occupational Specialty (MOS) for which an individual receives a bonus. Enter the MOS that establishes eligibility. Applies to critical skills only. If none, leave blank.</p> <p>Example: 94E</p>
DATE_ENLSTMT_REENL_BONUS	<p>DATE OF ENLISTMENT/REENLISTMENT BONUS RESERVE</p> <p>Enter the effective date (YYYYMMDD) of Enlistment Bonus entitlement. This is the date the individual is enrolled in a bonus program.</p> <p>Example: 20070101 (1 January 2007)</p>
DATE_EXEC_6_YR_SVC_OBLG	<p>DATE OF EXECUTION 6 YEAR SERVICE OBLIGATION</p> <p>This is the date (YYYYMMDD) an individual executes or incurs a six year agreement to stay in the Selected Reserve to qualify for Montgomery G.I. Bill benefits.</p> <p>Example: 20070101 (1 January 2007)</p>
NCO_EDUCATION_ENROLLED	<p>If an individual is enrolled in a military education course, enter the applicable code. If not enrolled, enter 0.</p>
*AFQT_PCTL_SCORE	<p>ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE</p> <p>Enter the test score achieved by the individual on the Armed Forces Qualification Test to determine eligibility for enlistment. Justify with leading zeros if the value is less than 100.</p> <p>Example: 098 (98%)</p>

Field/Button	Description
*PMOSD_ENLD	PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR ENLISTED Enter the PMOSD of the enlisted member, which is of first significance to the Army. Example: 94E20
PMOSD_ENLD_BASIS_ACQ	PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED BASIS FOR ACQUIRING Enter the code representing the basis on which an individual acquires a PMOSD Enlisted. If none, leave blank. Example: D (Civilian acquired skills)

4.5.57 ENLISTED RECRUIT FORCE POOL (RFP) Screen

Use this screen to enter information on ARNG-RFP tab that will be available for entry of data pertaining to RFP Strength Directive placing individuals into Inactive Army National Guard for up to a year upon enlistment in the Army National Guard.

To access this screen (Figure 4-82) from the **TRANS MNEMONIC MENU** screen, enter **NPSG** in the ***MNEMONIC** field, enter the required data, and select the **ARNG-RFP** tab on this screen.

NOTE:

The ARNG_RFP tab is available only for ASSIGNMENT/LOSS REASON of "IL."

Figure 4-82. ENLISTED RECRUIT FORCE POOL Screen

Table 4-82 describes the fields on this screen.

Table 4-82. ENLISTED RECRUIT FORCE POOL (RFP) Screen Description

Field/Button	Description
PROJ_UPC	<p>Projected UNIT PROCESSING CODE Identifies an individual's projected unit of assignment. UPC is the UIC minus the W. Example: PFBA A (WPFBA A) NOTE: Do not use the letters <i>I</i> and <i>O</i> in the first two or the fifth positions of UPC. Do not use the letter <i>Z</i> in the first position.</p>
PROJ_AUTH_LINE_DSG	<p>Projected AUTHORIZED LINE DESIGNATOR Enter the MTOE/TDA line number to which an individual is projected to be assigned; as noted on NGB Form 62, for Officer Appointment, in the first two positions. If the designator contains a suffix, place in the third position; otherwise, the third position is left blank. Example: 05_ (Without a suffix, the third position is left blank.) 05A (With a suffix, the suffix is placed in the third position.) NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>

Field/Button	Description
PROJ_AUTH_PARA_DSG	<p>Projected AUTHORIZED PARAGRAPH DESIGNATOR</p> <p>Enter the paragraph number to which an individual is projected to being assigned (as noted on NGB Form 62, for Officer Appointments) in the first three positions. If designator contains a suffix, place in the fourth position; otherwise, the fourth position is left blank.</p> <p>Example: 200_ (Without a suffix, the fourth position is left blank.) 200A (With a suffix, the suffix is placed in the fourth position.)</p> <p>NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>
PROJ_DUTY_POSITION	<p>Enter the applicable code for each personnel record. The first five positions of this field represent the DSSI and DSS Officer, the sixth and seventh positions indicate the First Duty ASI, and the eighth and ninth positions indicate Duty LIC.</p> <p>NOTE: If a personnel detail line requires a First and Second Duty ASI and an LIC, the LIC has priority over the Second Duty ASI.</p> <p>Example: 12A0P3AGM (Duty Position Commissioned Officer; 12A0P = DSSI and DSS; 3S = ASI; GM = LIC)</p>
PROJ_ENLSTMT_REEL_BONUS_ENTL:	<p>Projected ENLISTMENT/REENLISTMENT BONUS RESERVE ENTITLEMENT (1A): Enter the code reflecting if an individual is or is not entitled to an enlistment bonus, and the type.</p> <p>Example: B (Educational Assistance Bonus)</p>

Field/Button	Description
PROJ_ENLSTMT_REENL_BONUS_AUTH:	<p>Projected ENLISTMENT/REENLISTMENT BONUS RESERVE ENTITLEMENT AUTHORIZATION</p> <p>Used to indicate authorization of the student loan repayment program</p> <p>Example: T (Enlists, reenlists, or extends with Student Loan Repayment Program)</p> <p>NOTE: Input of this data element generates Current/Incentive Termination Status.</p>
PROJ_ENLSTMT_REENL_BONUS_MOS:	<p>Projected ENLISTMENT/REENLISTMENT BONUS RESERVE MILITARY OCCUPATIONAL SPECIALTY ENLISTED</p> <p>Identifies the Military Occupational Specialty (MOS) for which an individual receives a bonus. Enter the MOS that establishes eligibility. Applies to critical skills only. If none, leave blank.</p> <p>Example: 94E</p>
PROJ_DATE_ENLSTMT_REENL_BONUS:	<p>Projected DATE OF ENLISTMENT/REENLISTMENT BONUS RESERVE</p> <p>Enter the effective date (YYYYMMDD) of Enlistment Bonus entitlement. This is the date the individual is enrolled in a bonus program.</p> <p>Example: 20070101 (1 January 2007)</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.58 PRIOR SERVICE GAIN (PAGE 1) Screen

Use this screen to add a record to the database of an individual who has prior military service.

To access this screen (Figure 4-83) from the **TRANS MNEMONIC MENU** screen, enter **PSG** in the ***MNEMONIC** field and enter the required data. The **PAGE1** tab is the default tab.

Figure 4-83. PRIOR SERVICE GAIN (PAGE 1) Screen

Table 4-83 describes the fields and the button on this screen.

Table 4-83. PRIOR SERVICE GAIN (PAGE 1) Screen Description

Field/Button	Description
*NAME INDIVIDUAL	<p>Enter the legal name by which an individual is known. Must be alphabetic and may contain a hyphen. Do not use punctuation.</p> <ul style="list-style-type: none"> • The complete name begins in the leftmost position of the data field, as follows: last name (surname), space, full first name, space, full middle name (or if no middle name, then middle initial), additional middle initials (if any), space, and designators such as Jr., Sr., II, III, as applicable. • If the last name uses or exceeds 25 positions, show the last name up to the 25th position, then a space, and the first name initial only. If there is a Jr., Sr., II, or III involved, show the last name only through the 21st or 22nd position space, first name initial only, space, and appropriate designator. • If the full name exceeds 27 character positions, enter the full last name, then a space, and in the remaining positions enter as much of the remaining name as possible. • When the full name exceeds 27 character positions and is followed by designators, such as Jr, Sr, II, and III. The designators must be entered preceded by a space, even if a part of the first name must be omitted.

Field/Button	Description
	<p>Example: RODRIGUEZ ANDR JR (Andrew Alan Rodriguez Jr.)</p> <p>RODRIGUEZ-AMIRANDAS ANDR (An example when a hyphen is used.)</p> <p>NOTE: For the next five data elements, if an individual has an APO/FPO only, the data element Mail APO/FPO Identification will be entered.</p>
STREET ADDRESS	<p>Enter the number of an edifice, with the name of the street, avenue, boulevard, rural route, or other identification, such as Post Office Box Number or Post Office Station. Abbreviate as directed by United States Postal Service as AVE, ST, N, W, S, E, APT, etc.</p> <p>Example: 509 W Broad St</p>
ADDRESS CITY	<p>Enter the name of a populated place.</p> <p>Example: Baltimore</p>
STATES OF US	<p>STATES OF THE UNITED STATES</p> <p>Enter the standard alphabetic state code.</p> <p>Example: CA (California)</p> <p>NOTE: The District of Columbia and the territories of Guam, Puerto Rico, and the U.S. Virgin Islands are entered under the States of the United States.</p>
*ZIP CODE	<p>Enter the individual's ZIP code, postal code, or APO/FPO Ident Number.</p> <p>Example: 28234</p>
MAIL APO/FPO IDENT	<p>MAIL APO/FPO IDENTIFICATION</p> <p>Enter APO/FPO addresses beginning in the leftmost position.</p> <p>Example: APO NY 09309</p> <p>NOTE: APO/FPO Ident Number must be entered in the ZIP CODE field.</p>
COUNTRY OF RESIDENCE	<p>COUNTRY OF RESIDENCE CURRENT</p> <p>Enter a standard alphabetic country code.</p> <p>Example: FR (France)</p>

Field/Button	Description
*CURRENT UPC	CURRENT UNIT PROCESSING CODE Identifies the individual's current unit of assignment. UPC is the UIC minus the W. Example: PFBAW (WPFBAW) NOTE: Do not use the letters <i>I</i> and <i>O</i> in the first two or the fifth positions of the UPC. Do not use the letter <i>Z</i> in the first position.
*MARITAL STATUS	Enter the applicable code designated by the individual to indicate his legal status as it relates to marriage. Example: D (Divorced)
*DEPENDENTS, NUMBER OF	Enter the number of dependents sponsored by the service member. Example: 2 (Two dependents) NOTE: An individual who has eight or more dependents is coded as 8.

4.5.59 PRIOR SERVICE GAIN (PAGE 2) Screen

Use this screen to add a record to the database of an individual who has prior military service.

To access this screen (Figure 4-84) from the **TRANS MNEMONIC MENU** screen, enter **PSG** in the ***MNEMONIC** field, enter the required data, and select the **PAGE2** tab on this screen.

The screenshot displays the 'Prior Service Gain' screen for 'SIDPERS - ARNG'. At the top, there are menu options (Action, Edit, Help, Window) and the Oracle logo. The main form area contains several input fields: MNEEMONIC (PSG), LAST NAME (NOON), ORIGINATOR CODE (128), DOCUMENT NUMBER (21), SOCIAL SECURITY NUMBER (-2007), and DATE (20071119). A yellow 'SAVE and EXIT' button is visible. Below these fields are tabs for PAGE1, PAGE2 (selected), PAGE3, PAGE4, PAGE5, and PAGE6. The screen is divided into sections for 'INITIAL PROCUREMENT' and 'CURRENT PROCUREMENT'. Each section has fields for * ETHNIC GROUP, * DATE OF BIRTH, * RELIGIOUS DENOMINATION, * FIRST LANGUAGE IDENT, * ASSIGNMENT/LOSS REASON, * DATE ASG-LOSS-RSN, * MILITARY PERSONNEL CLASS, * PREV-ORG-IDENT, * PROCUREMENT PROGRAM, and * DATE-INIT-PROC. The 'CURRENT PROCUREMENT' section also includes * PREV-MIL-PERS-CLASS and * DATE-CURR-PROC.

Figure 4-84. PRIOR SERVICE GAIN (PAGE 2) Screen

Table 4-84 describes the fields and the button on this screen.

Table 4-84. PRIOR SERVICE GAIN (PAGE 2) Screen Description

Field/Button	Description
*ETHNIC GROUP	Enter the code which represents a service member's ethnic group as designated by the individual. Caucasian and African American must be coded as X. Example: X (Other)
*DATE OF BIRTH	Enter the individual's birth date (YYYYMMDD). Example: 20070102 (2 January 2007)
*RELIGIOUS DENOMINATION	Enter the code reflecting religious preference or non-preference. Example: GB (American Lutheran Church)
FIRST LANGUAGE IDENT	FIRST LANGUAGE IDENTITY This data element applies to languages other than English. If an individual has been tested and results are available on DA Form 330, enter the applicable language code. It may be left blank. Example: GM (German)
*ASSIGNMENT/LOSS REASON	Enter applicable code indicating the reason for the individual's assignment to a current organization. Example: A1 (Appointed as a commissioned officer.)
*DATE_ASG_LOSS_RSN	DATE OF ASSIGNMENT LOSS REASON Enter the effective date (YYYYMMDD) of the change of strength accountability upon gain or loss to current organization. Example: 20070619 (19 June 2007)
*MILITARY PERSONNEL CLASS	Enter the appropriate code for the commissioned officer, warrant officer, or enlisted personnel. Indicates the MPC for the individual at the time of the first military status. Example: E (Enlisted)
*PREV_ORG_IDENT	PREVIOUS ORGANIZATION IDENTIFICATION Enter the applicable code for initial entry into any military service. Example: D (Active Component, U.S. Army)
*PROCUREMENT PROGRAM	Enter the Procurement Program under which the individual first obtained a military status. Example: BM (Standard Enlistment Option)

Field/Button	Description
*DATE OF INIT PROC	DATE OF INITIAL PROCUREMENT Enter the date (YYYYMMDD) an individual first obtained a military status. Example: 20070103 (3 January 2007)
*PREV MIL PERS CLASS	PREVIOUS MILITARY PERSONNEL CLASS Enter the Military Personnel Class of individual at the time of the last service in a military organization before this enlistment or appointment. Example: (Enlisted)
*PREV_ORG_IDENT	PREVIOUS ORGANIZATION IDENTIFICATION Identifies the military organization in which the individual last served before this appointment. Example: B (Army National Guard unit)
*PROCUREMENT PROGRAM	Input the code identifying the program under which the individual entered this enlistment/appointment. Example: AO (OCS State [ARNG])
*DATE_CURR_PROC	DATE OF CURRENT PROCUREMENT Enter the date (YYYYMMDD) of this enlistment/appointment. Example: 20070613 (13 June 2007)

4.5.60 PRIOR SERVICE GAIN (PAGE 3) Screen

Use this screen to add a record to the database of an individual who has prior military service.

To access this screen (Figure 4-85) from the **TRANS MNEMONIC MENU** screen, enter **PSG** in the ***MNEMONIC** field, enter the required data, and select the **PAGE3** tab on this screen.

The screenshot shows the Oracle SIDPERS - ARNG application window. The title bar includes 'Action Edit Help Window' and 'ORACLE'. The main window title is 'Prior Service Gain'. The screen displays the following fields and controls:

- MNEMONIC: PSG
- LAST NAME: NOON
- ORIGINATOR CODE: 128
- DOCUMENT NUMBER: 21
- SOCIAL SECURITY NUMBER: -2007
- DATE: 20071119
- A yellow 'SAVE and EXIT' button.
- Tabs: PAGE1, PAGE2, PAGE3 (selected), PAGE4, PAGE5, PAGE6.
- Fields for military status: BREAK IN MILITARY STATUS, * PAY ENTRY BASIC DATE, * CTZSP-STAT-US-ORGN, * EXPN-RDY-RES-OBLIG-DATE, * EXPN-STAT-MIL-OBLIG-DATE, * DATE-INIT-ENT-RES-COMP, NBR-MO-ACT-FED-SVC, * PHYSICAL CATEGORY, * PHYSICAL PROFILE SERIAL, * HEIGHT, INDIVIDUAL, * WEIGHT, INDIVIDUAL, * YR-MO-LAST-PHYS-EXAM, * RACE/POPULATION GROUP, * GRADE ABBR CODE, * DATE OF RANK, RESERVE, ADD-WH-TAX, * STATE TAX CODE.

Figure 4-85. PRIOR SERVICE GAIN (PAGE 3) Screen

Table 4-85 describes the fields and the button on this screen.

Table 4-85. PRIOR SERVICE GAIN (PAGE 3) Screen Description

Field/Button	Description
BREAK IN MILITARY STATUS	Indicates the period of time an individual was not in a military status, and is the time immediately prior to this enlistment. Leave blank for no break in service. Example: A (91 days or more)
*PAY ENTRY BASIC DATE	Enter the date (YYYYMMDD) an individual's established creditable service for pay begins. Example: 20070103 (3 January 2007)
*CTZSP_STAT_US_ORGN	CITIZENSHIP STATUS, UNITED STATES ORIGIN Enter the code indicating the legal origin of an individual's United States citizenship. Example: A (Native Born)
*SEX	Enter the code that identifies the sex of an individual. <i>F</i> and <i>M</i> are the only applicable codes. Example: F (Female)
*EXPN_RDY_RES_OBLIG_DATE	EXPIRATION READY RESERVE OBLIGATION DATE Enter the expiration date (YYYYMMDD) when an individual has agreed to serve as a member of the Ready Reserve. For officers with no obligation, enter the Mandatory Removal Date. Example: 20130102 (2 January 2013)
*EXPN_STAT_MIL_OBLIG_DATE	EXPIRATION STATUTORY MILITARY OBLIGATION DATE Enter the date (YYYYMMDD) the individual's obligated statutory period of service will be (or was) completed. Example: 20150102 (2 January 2015)
*DATE_INIT_ENT_RES_COMP	DATE OF INITIAL ENTRY INTO A RESERVE COMPONENT This is the date (YYYYMMDD) of initial (first time ever) accession to Reserve Component strength, whether it was from civilian life or regular component. Example: 20070101 (1 January 2007)

Field/Button	Description
NBR_MO_ACT_FED_SVC	<p>NUMBER OF MONTHS OF ACTIVE FEDERAL SERVICE</p> <p>Cumulative period of full-time Active Duty in months. Justify with leading zeros if the value is less than 100. Example: 072 (6 years)</p>
*PHYSICAL CATEGORY	<p>Enter code to indicate how an individual has been categorized following a physical profile. Example: A (No duty limitations)</p>
*PHYSICAL PROFILE SERIAL	<p>Enter code identifying individual's physical ability to perform the demands within an MOS (PULHES). Example: 111111 (No limitations)</p>
*HEIGHT, INDIVIDUAL	<p>Indicates height in inches. Example: 72 (6 feet)</p>
*WEIGHT, INDIVIDUAL	<p>Indicates weight in pounds. Example: 185</p>
*YR_MO_LAST_PHYS_EXAM	<p>YEAR AND MONTH OF LAST PHYSICAL EXAMINATION</p> <p>Enter the year and month (YYYYMM) that the physical examination was completed. Example: 200704 (April 2007)</p>
*RACE/POPULATION GROUP	<p>Enter code indicating individual's racial group. Example: C (Caucasian)</p>
*GRADE ABBR CODE	<p>GRADE ABBREVIATION CODE</p> <p>Enter the abbreviation for the grade that the individual is entering the service and the applicable code. This may not be left blank. Example: 2LT7 (Second Lieutenant)</p> <p>NOTE: Be careful relative to over four (4) years of enlisted/warrant officer service.</p>
*DATE OF RANK, RESERVE	<p>Enter the date (YYYYMMDD) the individual was promoted. Example: 20070619 (19 June 2007)</p>
ADD_WH_TAX	<p>ADDITIONAL WITHHOLDING TAX</p> <p>The field indicates additional Federal Income Tax to be withheld from individual's pay. The maximum withholding is \$84. Example: 15 (\$15)</p>

Field/Button	Description
*STATE TAX CODE	Enter the code designating the state authorized to receive a copy of the individual's Form W-2. Example: VA (Virginia)

4.5.61 PRIOR SERVICE GAIN (PAGE 4) Screen

Use this screen to add a record to the database of an individual who has prior military service.

To access this screen (Figure 4-86) from the **TRANS MNEMONIC MENU** screen, enter **PSG** in the ***MNEMONIC** field, enter the required data, and select the **PAGE4** tab on this screen.

Figure 4-86. PRIOR SERVICE GAIN (PAGE 4) Screen

Table 4-86 describes the fields and the button on this screen.

Table 4-86. PRIOR SERVICE GAIN (PAGE 4) Screen Description

Field/Button	Description
*NUMBER OF EXEMPTIONS	<p>Position one is marital status. The only codes applicable are <i>M</i> and <i>S</i>. Positions two and three are the Total Number of Exemptions.</p> <p>Example: M02 [Married with two (2) exemptions]</p>
*SGLI_ELECT	<p>SERVICEMEN'S GROUP LIFE INSURANCE ELECTION</p> <p>Enter the code identifying the type and amount of SGLI coverage chosen by the service member. The field cannot be left blank. Zero fill.</p> <p>Example: 5 (\$50,000)</p> <p>NOTE: 0 (Code used to indicate that the service member waives coverage.)</p>
*BENEFIT_STAT_WVR_CODE	<p>BENEFIT STATUS WAIVER CODE</p> <p>Data must be numeric.</p> <p>Example: 3 (Receiving VA Benefit Pay or waive VA Benefit Pay)</p>
DAYS WAIVED	<p>The number of IDT, Retired Military Pay, or Veterans Administration Benefit days that are waived for the current fiscal year. Relates to the Benefit Status Waiver Code.</p> <p>Example: 063 (VA Benefits waived for 63 days.)</p> <p>NOTE: See <i>NGB Pam 37-104- 10</i> for more information about pay waived.</p>
IPAY_NBR_ONE	<p>INCENTIVE PAY INDICATOR NUMBER ONE</p> <p>This is the first pay over and above basic pay for hazardous duty. Enter the appropriate code. Field may not be left blank. Zero fill the field.</p> <p>Example: 0 (No entitlements), 6 (Experimental Stress Duty)</p>
DATE OF IPAY_NBR_ONE	<p>DATE OF INCENTIVE PAY INDICATOR NUMBER ONE</p> <p>Enter the effective date (YYYYMMDD) of entitlement as if there is no entitlement, the field leave blank.</p> <p>Example: 20070619 (2007 June 19)</p>

Field/Button	Description
IPAY_NBR_TWO	<p>INCENTIVE PAY INDICATOR NUMBER TWO</p> <p>This is a second pay over and above basic pay for hazardous duty. Enter the appropriate code. The field cannot be left blank. Zero fill the field.</p> <p>Example: 0 (No entitlements), 4 (Demolition Duty Pay)</p>
DATE OF IPAY_NBR_TWO	<p>DATE OF INCENTIVE PAY INDICATOR NUMBER TWO</p> <p>Enter the effective date (YYYYMMDD) of entitlement. If there is no entitlement, leave field blank.</p> <p>Example: 20070619 (19 June 2007)</p>
*CIV_EDUC_LEVEL	<p>CIVILIAN EDUCATION LEVEL</p> <p>Enter the code representing the highest level of civilian education completed by the individual.</p> <p>Example: I [General Education Development (college level) or CLEP, all five parts completed]</p>
MAJ_SUBJ_COL_EDUC	<p>MAJOR SUBJECT OF COLLEGE EDUCATION</p> <p>Enter the code representing the major field of study, pertaining to the highest civilian education of the service member.</p> <p>Example: BAX (Business Administration)</p> <p>NOTE: Civilian Education Level of College GED or higher requires an entry in Major Subject of College Education.</p>
CIVILIAN EMPLOYER	<p>Enter the code representing an individual's full-time employer. The field must be blank for AGR personnel.</p> <p>Example: 2 (Private Industry)</p> <p>NOTE: Full-time support status is always code <i>K</i> (Department of the Army used for all technicians).</p>
*CIVILIAN OCCUPATION	<p>A member's civilian occupation code as listed in the SIDPERS Data Element Dictionary (AR 25-10) representing the specific occupation of the individual.</p> <p>Example: 186 (Finance, Insurance, Real Estate Managers and Officials)</p>
*TECH/SSVC CODE	<p>TECHNICIAN/SELECTIVE SERVICE CODE</p> <p>An ARNG member also employed as a technician or assigned to a Selective Service position.</p> <p>Example: N (Not performing as a technician)</p>

Field/Button	Description
*ACTIVE STATUS PROGRAM	Enter the code representing the type of Active Status Program an individual has been ordered to perform. May be left blank. If the Active Status Program has an entry, then Active Guard/Reserve Identifier requires an entry. For gains, in most cases this is blank. Example: A (Full-Time Manning)
CIVILIAN GRADE	Identifies the grades of Federal Civil Servants to include ARNG technicians. Example: GS-09 (General Schedule, Level 9) NOTE: Civil Service employees who are not technicians require no entry in this field.

4.5.62 PRIOR SERVICE GAIN (PAGE 5) Screen

Use this screen to add a record to the database of an individual who has prior military service.

To access this screen (Figure 4-87) from the **TRANS MNEMONIC MENU** screen, enter **PSG** in the ***MNEMONIC** field, enter the required data, and select the **PAGE5** tab on this screen.

Figure 4-87. PRIOR SERVICE GAIN (PAGE 5) Screen

Table 4-87 describes the fields and the button on this screen.

Table 4-87. PRIOR SERVICE GAIN (PAGE 5) Screen Description

Field/Button	Description
*SECURITY CLEARANCE	<p>Enter the code representing the degree of an individual's current Security Clearance.</p> <p>Example: F (Secret) Y (No clearance granted/required)</p>
*SCTY_INVEST_STAT	<p>SECURITY INVESTIGATION STATUS</p> <p>Enter appropriate code to indicate type and current status of the security investigation.</p> <p>Example: H [NAC completed, individual is Personnel Reliability Program (PRP) qualified.]</p>
DATE OF SCTY_CLEARANCE	<p>DATE OF SECURITY CLEARANCE</p> <p>The date (YYYYMMDD) that the security investigation level of access was granted or the latest date of security clearance validation.</p> <p>Date of Security Clearance is required when an individual has a Security Clearance; otherwise, leave blank.</p> <p>Example: 20070617 (17 June 2007)</p>
*CURR_AERO_RTG	<p>CURRENT AERONAUTICAL RATING</p> <p>If certification of Aeronautical Rating has been received, enter the data code identifying the position for which the individual has been rated.</p> <p>Example: Y (None)</p>
*AUTH_LINE_DSG	<p>AUTHORIZED LINE DESIGNATOR</p> <p>Enter the MTOE/TDA line number to which the individual is assigned in the first two positions. If the designator contains a suffix, place in the third position; otherwise, the third position is left blank.</p> <p>Example: 05_ (Without a suffix, the third position is blank.) 05A (With a suffix, the suffix is placed in the third position.)</p> <p>NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>

Field/Button	Description
*AUTH_PARA_DSG	<p>AUTHORIZED PARAGRAPH DESIGNATOR</p> <p>Enter the MTOE/TDA paragraph number to which the individual is assigned in the first three positions. If the designator contains a suffix, place in the fourth position; otherwise, leave the fourth position blank.</p> <p>Example: 200_ (Without a suffix, the fourth position is blank.) 200A (With a suffix, the suffix is placed in the fourth position.)</p> <p>NOTE 1: Paragraph and Line Numbers are required on all individuals (including over strength), except those personnel in an extra TDA position.</p> <p>NOTE 2: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “ ”.</p>
*DUTY POSITION	<p>Enter the applicable code for each personnel record. The first five positions of this field represent the DSSI and DSS (officer); the sixth and seventh positions indicate the First Duty ASI, and the eighth and ninth positions indicate Duty LIC.</p> <p>If a personnel detail line requires a First and Second Duty ASI and an LIC, then the LIC has priority over the Second Duty ASI.</p> <p>Example: 12A0P3AGM (Duty Position Commissioned Officer; 12A0P = DSSI and DSS; 3B = ASI; GM = LIC)</p>
*POSN_NBR_EX_IND	<p>POSITION NUMBER EXCESS INDIVIDUAL</p> <p>This field must contain the position number excess code when an individual is in an excess status. Enter the code that identifies the individual’s excess status.</p> <p>Example: 9992 (Assigned to extra TDA position.)</p>
*DUTY POSITION QUAL	<p>DUTY POSITION QUALIFICATION</p> <p>This code must be alphabetic (Commander’s evaluation). This may not be left blank.</p> <p>Example: N (Not Qualified)</p>
*ROTC_YRS_COMPL	<p>RESERVE OFFICER TRAINING CORPS YEARS COMPLETED</p> <p>Enter the total number of years of ROTC training completed.</p> <p>Example: 0 (None)</p>

Field/Button	Description
*TY_ROT_C_PROG	TYPE RESERVE OFFICER TRAINING CORPS PROGRAM Enter the Type Reserve Officer Training Corps Program, Army, Navy, etc, in which an individual is enrolled. Example: Y (None or Not Applicable)
*ROT_C_ARM_FORCES	RESERVE OFFICER TRAINING CORPS ARMED FORCES Enter the code identifying the service of the ROTC training. Example: (None)
*TRAINING STATUS	Enter the applicable code for an individual that identifies the status of their military training. Example: E (Officer awaiting ADT)
*DATE OF TRAINING STATUS	Enter the effective date (YYYYMMDD) of training status. Example: 20070619 (19 June 2007)
RYE_DATE	RETIREMENT YEAR ENDING DATE Enter a date (MMDD) to establish when a period of service was completed for totaling the retirement points. Example: 0618 (18 June)
TWENTY YEAR CERT STAT	TWENTY YEAR CERTIFICATE STATUS Identifies the individual who is certified as completing 20 years of creditable service for retirement. This field may be left blank. Example: W (Verification upon completion of 20 years for retirement purposes for odd years)
TOT_YR_SAT_SVC_RT	TOTAL YEARS SATISFACTORY FEDERAL SERVICE FOR RETIREMENT Enter the individual's creditable years of military service acceptable for retirement purposes. (Use leading zeros if less than 10.) Example: 07 (7 years)
LOCAL DATA, PERS_HOL	LOCAL DATA, PERSONNEL – Headquarters Operating Level This field is a vehicle by which information directed from the NGB level to the SIB is entered to update the state's database. Enter the information received from NGB.

4.5.63 PRIOR SERVICE GAIN (PAGE 6) Screen

Use this screen to add a record to the database of an individual who has prior military service.

To access this screen (Figure 4-88) from the **TRANS MNEMONIC MENU** screen, enter **PSG** in the ***MNEMONIC** field, enter the required data, and select the **PAGE6** tab on this screen.

Figure 4-88. PRIOR SERVICE GAIN (PAGE 6) Screen

Table 4-88 describes the fields and the button on this screen.

Table 4-88. PRIOR SERVICE GAIN (PAGE 6) Screen Description

Field/Button	Description
*BAQ_DEP_TYPE	BAQ DEPENDENT TYPE Enter the member's dependent type for which Basic Allowance for Quarters is provided. Example: A (Spouse)
BAQ_DOB_PD	BAQ DATE OF BIRTH PRIMARY DEPENDENT Enter the date (YYYYMMDD) of birth of the youngest child. Entry is required if BAQ dependent type is other than A, B, I, O, or W. Example: 20070101 (1 January 2007)

Field/Button	Description
BAQ_STAT	<p>BAQ STATUS</p> <p>Enter the member's BAQ eligibility status (numeric). Example: 0 (No Dependents)</p>
BAQ_EFF_DATE	<p>BAQ EFFECTIVE DATE</p> <p>Enter the effective date (YYYYMMDD) of the most recent Basic Allowance for Quarters status determination for pay purposes. Entry is required if BAQ-STAT is other than 0. Example: 20070212 (2007 February 12)</p>
*DATE_ASGN_STATE	<p>DATE ASSIGNED TO STATE</p> <p>Enter the effective date (YYYYMMDD) assigned to state. Example: 20071113 (2007 November 13)</p>
LV_CUM_DA_PD	<p>LEAVE CUMULATIVE DAYS PAID</p> <p>Enter the number of days the member was paid for leave not taken since 10 February 1976. The third position is for half-day increments. Example: 555 (55.5 days)</p>
LOCAL DATA PERSONNEL	<p>This field allows seven alphanumeric characters for local state use. Any information entered in this field should be zero filled/left-justified if the complete field is not used. This field should be kept under the control of the SIB Chief.</p>
LOCAL DATA PERSONNEL	<p>This field allows seven alphanumeric characters for local state use. Any information entered in this field should be zero filled/left-justified if the complete field is not used. This field should be kept under the control of the SIB Chief.</p>
LOCAL DATA PERSONNEL	<p>This field allows eleven alphanumeric characters for local state use. Any information entered in this field should be zero filled/left-justified if the complete field is not used. This field should be kept under the control of the SIB Chief.</p>
PREVIOUS SITE ID	<p>PREVIOUS SITE IDENTIFICATION</p> <p>The code identifies the previous payroll site identification. Input gains where the ASG/LOSS reason code of A6 is used. It may be left blank. Example: A4 (Arkansas)</p>
PREVIOUS UPC	<p>PREVIOUS UNIT PROCESSING CODE</p> <p>This is the UPC (minus the letter W) of the unit to which the individual previously belonged. Input on gain where ASG/LOSS reason of A6 is used. This may be left blank. Example: PY1T0 (WPY1T0)</p>

4.5.64 PRIOR SERVICE GAIN COMMISSIONED/WARRANT OFFICERS Screen

Use this screen to add a record to the database of a Commissioned/Warrant Officer who has prior military service.

To access this screen (Figure 4-89) from the **TRANS MNEMONIC MENU** screen, enter **PSG** in the ***MNEMONIC** field, enter the required data, and select the **O/W** tab on this screen.

Figure 4-89. PRIOR SERVICE GAIN COMMISSIONED/WARRANT OFFICERS Screen

Table 4-89 describes the fields on this screen.

Table 4-89. PRIOR SERVICE GAIN COMMISSIONED/WARRANT OFFICERS Screen Description

Field/Button	Description
*SRC_CMSND_WRNT	SOURCE COMMISSION/WARRANT Enter the original source of commission or appointment. Example: 5 (National Guard State OCS)
*CMSND_WO_SVC_DATE	COMMISSIONED/WARRANT OFFICER SERVICE DATE Enter the date (YYYYMMDD) when an individual's initial or constructive commissioned/warrant officer service began. Example: 20070619 (19 June 2007)
APT_WVR_COND	APPOINTMENT WAIVER CONDITIONS Enter the code that identifies the circumstances or conditions the NGB has elected to waive, to allow an individual to be appointed or commissioned. If none, leave blank. Example: A8 (Medical) NOTE: If there is more than one waiver condition, an AWC transaction must be processed upon entry of the individual into the database.
BRANCH SCHOOL COMPLETED	Identifies the branch school course that a commissioned/warrant officer completed. If none, leave blank. Example: AG (Adjutant General's Corps)
BRANCH SCHOOL ENROLLED	If an individual is enrolled in the branch school, enter the applicable code. If none, leave blank. Example: AG (Adjutant General's Corps)

Field/Button	Description
*COURSE LEVEL ENROLLED	Enter the code to indicate an individual is enrolled in a specific military course, or to indicate if an individual is not currently enrolled, may not be left blank. Example: T0 (Withdrawal or nonparticipation in any of the above courses)
*HI_MIL_COL_CR_COMPL	HIGHEST MILITARY COLLEGE/COURSE COMPLETED If an individual has or has not completed a military/college course, enter the applicable code. This may not be left blank. Example: T0 (Withdrawal or nonparticipation in any of the above courses)
AVN_SVC_ENTRY_DATE	AVIATION SERVICE ENTRY DATE This date (YYYYMMDD) is used to determine aviation career incentive pay entitlement amount. This cannot be adjusted. For specific guidance about establishment of this date, see Part 1 of the SIDPERS <i>Data Element Dictionary</i> . The field may be left blank and applies to aviators only. Example: 20070729 (29 July 2007)
*COMMAND STATUS	Enter the code which identifies whether an individual is or is not assigned as a commander. Example: 3 (Never assigned a Commander of a Selected Reserve unit.)
TOT_FED_OFF_SVC_DATE	TOTAL FEDERAL OFFICER SERVICE DATE A date (YYYYMMDD) established to determine the incentive pay rate, using the total of all officer active and inactive creditable service. Applies to aviators only. The field may be left blank. Example: 20070729 (29 July 2007)

4.5.65 PRIOR SERVICE GAIN COMMISSIONED OFFICERS Screen

Use this screen to add a record to the database of a Commissioned Officer who has prior military service.

To access this screen (Figure 4-90) from the **TRANS MNEMONIC MENU** screen, enter **PSG** in the ***MNEMONIC** field, enter the required data, and select the **O** tab on this screen.

Figure 4-90. PRIOR SERVICE GAIN COMMISSIONED OFFICERS Screen

Table 4-90 describes the fields on this screen.

Table 4-90. PRIOR SERVICE GAIN COMMISSIONED OFFICERS Screen Description

Field/Button	Description
PSSI	PRIMARY SPECIALTY SKILL IDENTIFIER Enter PSSI awarded. The field may not be left blank; if none, enter 00D. Example: 00D (PSSI not awarded)
ASI_PSSI	ADDITIONAL SKILL IDENTIFIER – PRIMARY SPECIALTY SKILL IDENTIFIER Enter the designated ASI to the PSSI. If none, leave blank. Example: 5W (Jump Master)
SSI	SECONDARY SPECIALTY SKILL IDENTIFIER Enter SSSI awarded. If none, leave blank. Example: 12B (Armor)
ASI_SSSI	ADDITIONAL SKILL IDENTIFIER – SECONDARY SPECIALTY SKILL IDENTIFIER Enter the designated ASI to the SSSI. If none, leave blank. Example: 5N (Advisor)
ASSI	ADDITIONAL SPECIALTY SKILL IDENTIFIER (3AN): Enter ASSI awarded. Example: 89E (Ordnance Disposal Officer)
ASI_ASSI	ADDITIONAL SKILL IDENTIFIER – ADDITIONAL SPECIALTY SKILL IDENTIFIER Enter the designated ASI to the ASSI. If none, leave blank. Example: 5Y (Civil Defense Officer)
*BASIC BRANCH	Enter the basic branch to which a commissioned officer is appointed. Example: AG (Adjutant General’s Corps)
DESIGNATED CONTROL SPECIALTY	Enter the specialty that facilitates the management of a commissioned officer. See AR 611-21 for further information. Example: 42
PROMOTION CONSIDERATION CODE	Enter the appropriate code indicating the promotion status. It may be left blank. Example: NC (Officer not considered for promotion to next higher grade)

4.5.66 PRIOR SERVICE GAIN WARRANT OFFICERS Screen

Use this screen to add a record to the database of a Warrant Officer who has prior military service.

To access this screen (Figure 4-91) from the **TRANS MNEMONIC MENU** screen, enter **PSG** in the ***MNEMONIC** field, enter the required data, and select the **W** tab on this screen.

Figure 4-91. PRIOR SERVICE GAIN COMMISSIONED OFFICERS Screen

Table 4-91 describes the fields on this screen.

Table 4-91. PRIOR SERVICE GAIN WARRANT OFFICERS Screen Description

Field/Button	Description
*PMOSD_WO	<p>PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER</p> <p>Enter the warrant officer’s PMOSD as listed on the endorsement to NGB Form 62.</p> <p>Example: 600AZT (Physician’s Assistant – Research, Development, and Test and Evaluation Technician – Transition)</p>
ASI_PMOSD_WO	<p>ADDITIONAL SKILL IDENTIFIER – PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR WARRANT OFFICER</p> <p>Enter the code identifying the additional specialized skill in which a warrant officer is proficient, related to the Primary Military Occupational Specialty Designator.</p> <p>Example: 4A (Warrant Officer Senior Course Graduate)</p> <p>NOTE: Data codes and meanings can be found in AR 611-21.</p>

Field/Button	Description
AMOSD_WO	ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER Enter the designated AMOSD awarded. Example: 152FF (AH-64A Attack Helicopter Pilot)
ASI_AMOSD_WO	ADDITIONAL SKILL IDENTIFIER – ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER Enter the designated ASI for the AMOSD. Example: K6 (MH-47 Pilot)

4.5.67 PRIOR SERVICE GAIN ENLISTED E1 Screen

Use this screen to add a record to the database of an enlisted individual who has prior military service.

To access this screen (Figure 4-92) from the **TRANS MNEMONIC MENU** screen, enter **PSG** in the ***MNEMONIC** field, enter the required data, and select the **E1** tab on this screen.

Figure 4-92. PRIOR SERVICE GAIN ENLISTED E1 Screen

Table 4-92 describes the fields on this screen.

Table 4-92. PRIOR SERVICE GAIN ENLISTED E1 Screen Description

Field/Button	Description
ENLSTMT_WVR_COND	ENLISTMENT WAIVER CONDITION Enter the code representing a circumstance or condition the NGB has elected to waive to allow enlistment of an individual. If none, leave blank. Example: A1 (Age) NOTE: If there is more than one waiver condition, a EWCD transaction must be processed when entering the individual into the database.

Field/Button	Description
*ENLISTMENT OPTION PERIOD	Enter the code indicating the terms (and years) that an individual agrees to upon enlistment. Example: 4 (4 x 0 Enlistment Option)
*TERM_ENLSTMT_RE	TERM OF ENLISTMENT – RESERVE Enter the number of months of this enlistment. This cannot exceed 72. Use leading zeros. Term of Enlistment in months is counted from date of enlistment to the ETS date. Example: 012 (12 months)
*ETS_DATE	*EXPIRATION TERM OF SERVICE DATE Enter the date (YYYYMMDD) when this period of service expires. It must be a future date. Example: 20080614 (14 June 2008)
*ENLSTMT_REEL_BONUS_ENTL	ENLISTMENT/REENLISTMENT BONUS – RESERVE ENTITLEMENT Enter the code reflecting if an individual is or is not entitled to an enlisted bonus. Example: B (Educational Assistance Bonus)
ENLSTMT_REENL_BONUS_AUTH	ENLISTMENT/REENLISTMENT BONUS – RESERVE ENTITLEMENT AUTHORIZATION Indicates authorization or termination of student loan repayment. Enter Z for none. Example: T (Student Loan Repayment Program under Parts B and E of the Higher Education Act of 1965)
ENLSTMT_REENL_BONUS_MOS	ENLISTMENT/REENLISTMENT BONUS – RESERVE – MILITARY OCCUPATIONAL SPECIALTY – ENLISTED Identifies the Military Occupational Specialty (MOS) for which an individual receives a bonus. Enter the MOS that establishes eligibility, applies to critical skills only. If none, leave blank. Example: 94E
DATE_ENLSTMT_REENL_BONUS	DATE OF ENLISTMENT/REENLISTMENT BONUS RESERVE Enter the effective date (YYYYMMDD) of the Enlistment Bonus Entitlement. This is not necessarily the date the individual receives payment. It may be left blank. Example: 20070618 (18 June 2007)

Field/Button	Description
NBR_ENLSTMT_REENL_BONUS	NUMBER OF ENLISTMENT/REENLISTMENT BONUS PAYMENTS This is the number of the correct payment made to the individual after the initial bonus payment. It may be left blank. Example: 1 (Initial payment plus first installment)
DATE_EXEC_6_YR_SVC_OBLG	DATE OF EXECUTION 6 YEAR SERVICE OBLIGATION Enter the date (YYYYMMDD) when an individual executes or incurs a six year agreement to stay in the Selected Reserve to qualify for Montgomery G.I. Bill benefits. Example: 20070618 (18 June 2007)

4.5.68 PRIOR SERVICE GAIN ENLISTED 2 Screen

Use this screen to add a record to the database of an enlisted individual who has prior military service.

To access this screen (Figure 4-93) from the **TRANS MNEMONIC MENU** screen, enter **PSG** in the ***MNEMONIC** field, enter the required data, and select the **E2** tab on this screen.

Figure 4-93. PRIOR SERVICE GAIN ENLISTED E2 Screen

Table 4-93 describes the fields on this screen.

Table 4-93. PRIOR SERVICE GAIN ENLISTED E1 Screen Description

Field/Button	Description
NCO EDUCATION	Enter the code indicating the highest NCO education level attained by the individual. Example: S (Advanced NCO Course Graduate – Reserve Component)
NCO EDUCATION ENROLLED	If an individual is enrolled in a military education course, enter the applicable code. If none, leave blank. Example: J (NCO Course – RC)
PROFICIENCY PAY STATUS	PROFICIENCY PAY STATUS Enter the applicable code. Applies only to PMOS of 00E and 79D. This may be left blank. Example: 3 (Special Duty Assignment Pay-3 at the rate of \$165 per month.)

Field/Button	Description
PROFICIENCY PAY DATE	<p>This is the date (YYYYMMDD) of entitlement. It applies only to the PMOS of 00E and 79D. The field may be left blank.</p> <p>Example: 20070618 (18 June 2007)</p>
*AFQT_PCTL_SCORE	<p>ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE</p> <p>Enter the test score achieved by the individual on the Armed Forces Qualification Test (AFQT) to determine eligibility for enlistment. Use leading zeros if less than 100.</p> <p>Example: 098 (98%) 999 (Not required to be tested) 000 (Score not available)</p>
*PMOSD_ENLD	<p>PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR ENLISTED</p> <p>Enter the PMOSD of the enlisted member which is of first significance to the Army.</p> <p>Example: 42A40</p>
ASI_PMOSD_ENLD	<p>ADDITIONAL SKILL IDENTIFIER PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR ENLISTED</p> <p>Enter the designated ASI to the PMOSD.</p> <p>Example: A3 [Force Development (TAADS)]</p>
PMOSD_ENLD_BASIS_ACQ	<p>PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED – BASIS FOR ACQUIRING</p> <p>Enter the code representing the basis on which an individual acquires a PMOSD Enlisted.</p> <p>Example: A (Successful completion of formal school training, to include MOS awarded at any TRADOC Army Service School or at a U.S. Army Training Center)</p>
*BESD	Basic Entry Service Date
*NCOES_HOW_ACQD	NONCOMMISSIONED OFFICER EDUCATION SYSTEM HOW ACQUIRED

Field/Button	Description
SMOSD_ENLD	SECONDARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED Identifies MOS subordinate to PMOSD. (In order to be promoted to E7 and above, the individual must possess or be eligible for SMOSD.) Example: 42L40
ASI_SMOSD_ENLD	ADDITIONAL SKILL IDENTIFIER SECONDARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED Enter the designated ASI for the SMOSD. Example: F5 (Postal Operations)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.69 PRIVACY ACT DISPUTED RECORD Screen

Use this screen to indicate submission of a statement of disagreement after the DA Privacy Review Committee decision not to amend the individual’s SIDPERS Personnel Record or to delete the present code.

To access this screen (Figure 4-94) from the **TRANS MNEMONIC MENU** screen, enter **PADR** in the ***MNEMONIC** field and enter the required data.

The screenshot displays the 'PRIVACY ACT DISPUTED RECORD' screen within the 'SIDPERS - ARNG' application. The form contains the following data:

- MNEMONIC: PADR
- DOCUMENT NUMBER: 12121212
- LAST NAME (FIRST FIVE): PADRN
- SOCIAL SECURITY NUMBER: -2007
- ORIGINATOR CODE: 128
- DATE: 20071112

Below the form fields, there is a checkbox labeled '*PRIVACY ACT DISPUTED RECORD:' which is currently unchecked. A yellow button labeled 'SAVE and EXIT' is positioned at the bottom of the form area. The Oracle logo is visible in the top right corner of the application window.

Figure 4-94. PRIVACY ACT DISPUTED RECORD Screen

Table 4-94 describes the fields and the button on this screen.

Table 4-94. PRIVACY ACT DISPUTED RECORD Screen Description

Field/Button	Description
*PRIVACY ACT DISPUTED RECORD	Enter appropriate code. Example: D (Statement of Disagreement submitted) NOTE : Data code Z indicates none.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.70 PROMOTION CONSIDERATION CODE Screen

Use this screen to readjust or correct the Promotion Consideration Code for commissioned officers.

To access this screen (Figure 4-95) from the **TRANS MNEMONIC MENU** screen, enter **PCC** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

The screenshot shows the 'PROMOTION CONSIDERATION CODE' screen within the 'SIDPERS - ARNG' application. The interface includes a menu bar (Action, Edit, Help, Window) and a toolbar. The main content area is divided into two sections:

- Top Section:** Contains fields for:
 - MNEMONIC: PCC
 - DOCUMENT NUMBER: 6751228
 - LAST NAME (FIRST FIVE): PAMPT
 - SOCIAL SECURITY NUMBER: -2007
 - ORIGINATOR CODE: TST
 - 20071228
- Bottom Section:** Contains fields for:
 - PROMOTION CONSIDERATION CODE: RP
 - * DATE OF PROMOTION CONSIDERATION: 20071128
 - MANDATORY REMOVAL REASON: Y
 - DATE OF MANDATORY REMOVAL: 20121128

A yellow button labeled 'SAVE and EXIT' is located at the bottom right of the form area.

Figure 4-95. PROMOTION CONSIDERATION CODE Screen

Table 4-95 describes the fields and the button on this screen.

Table 4-95. PROMOTION CONSIDERATION CODE Screen Description

Field/Button	Description
PROMOTION CONSIDERATION CODE	Enter the code indicating the officer’s promotion status. Example: NC (Officer not considered for promotion to next higher grade)
*DATE OF PROMOTION CONSIDERATION	This is the date (YYYYMMDD) the status changed. Example: 19840214 (14 February 1984)
MANDATORY REMOVAL REASON	Enter appropriate code. Example: C (To complete maximum time in grade)
DATE OF MANDATORY REMOVAL	Must be a future date (YYYYMMDD) Example: 20070901 (1 September 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.71 PAY ENTRY BASIC DATE Screen

Use this screen to change or correct a Pay Entry Basic Date.

To access this screen (Figure 4-96) from the **TRANS MNEMONIC MENU** screen, enter **PEBD** in the ***MNEMONIC** field and enter all the required data. The field is automatically populated with the current SIDPERS data.

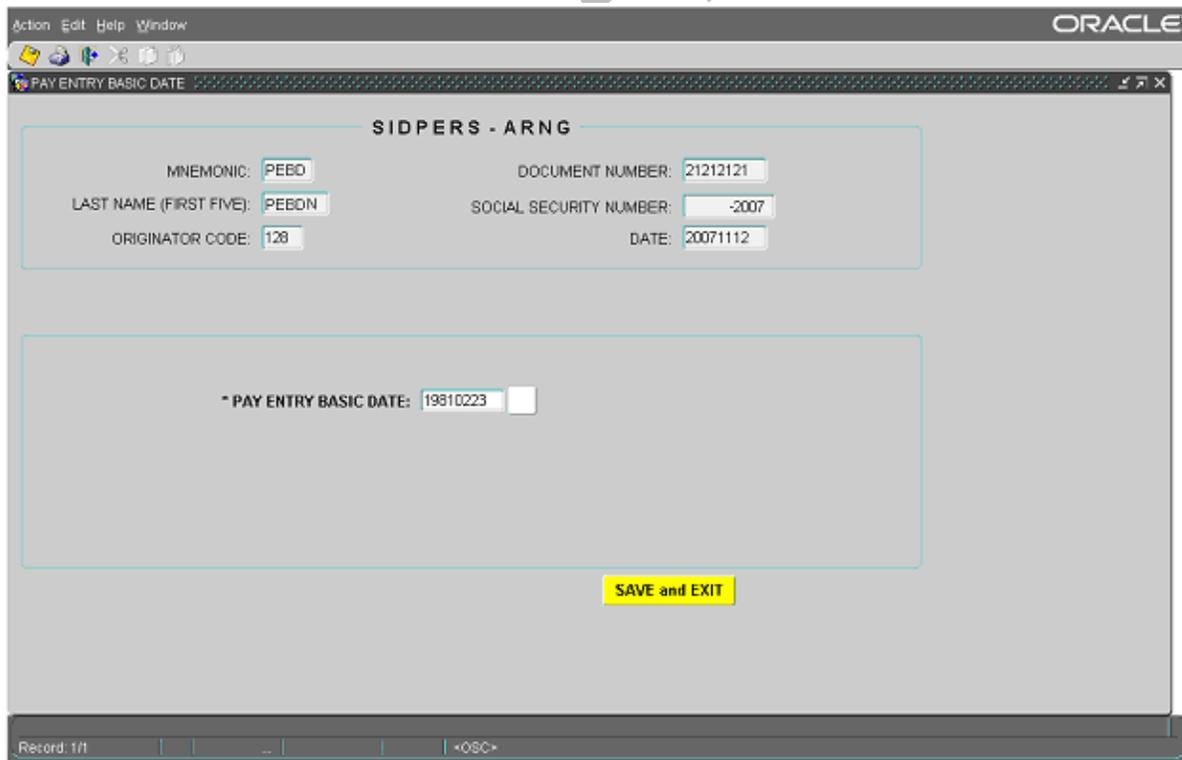


Figure 4-96. PAY ENTRY BASIC DATE Screen

Table 4-96 describes the fields and the button on this screen.

Table 4-96. PAY ENTRY BASIC DATE Screen Description

Field/Button	Description
*PAY ENTRY BASIC DATE	Enter the constructive date (YYYYMMDD) to establish creditable service for pay. Example: 20070415 (15 April 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.72 PROFICIENCY PAY Screen

Use this screen to report the award or termination of Proficiency Pay. It applies to enlisted personnel only and is limited to recruiters and career counselors.

To access this screen (Figure 4-97) from the **TRANS MNEMONIC MENU** screen, enter **PPAY** in the ***MNEMONIC** field and enter the required data.

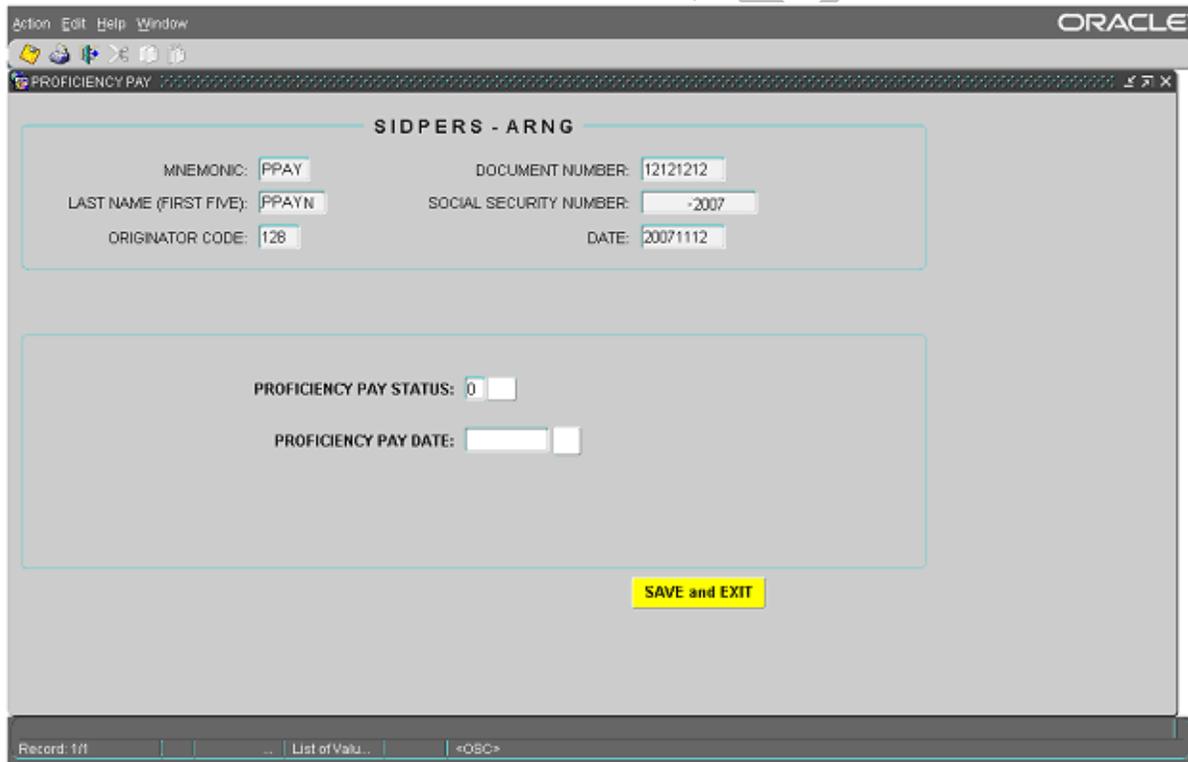


Figure 4-97. PROFICIENCY PAY Screen

Table 4-97 describes the fields and the button on this screen.

Table 4-97. PROFICIENCY PAY Screen Description

Field/Button	Description
PROFICIENCY PAY STATUS	A rating of classification given an enlisted member of the Armed Forces, which indicates the level of entitlement to Proficiency Pay under applicable regulations Example: 0 Special Duty Assignment (Proficiency Pay) terminations This field is automatically populated with the current SIDPERS data.
PROFICIENCY PAY DATE	The date (YYYYMMDD) an individual is entitled to receive Proficiency Pay indicated in the Proficiency Pay Status field Example: 20071125 (25 November 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.73 PROJECTED PROMOTION ELIGIBILITY DATE Screen

Use this screen to change or correct the date a commissioned officer/warrant officer is eligible for mandatory promotion. The PPED is also automatically updated for each MPBR transaction.

To access this screen (Figure 4-98) from the **TRANS MNEMONIC MENU** screen, enter **PPED** in the ***MNEMONIC** field and enter the required data.

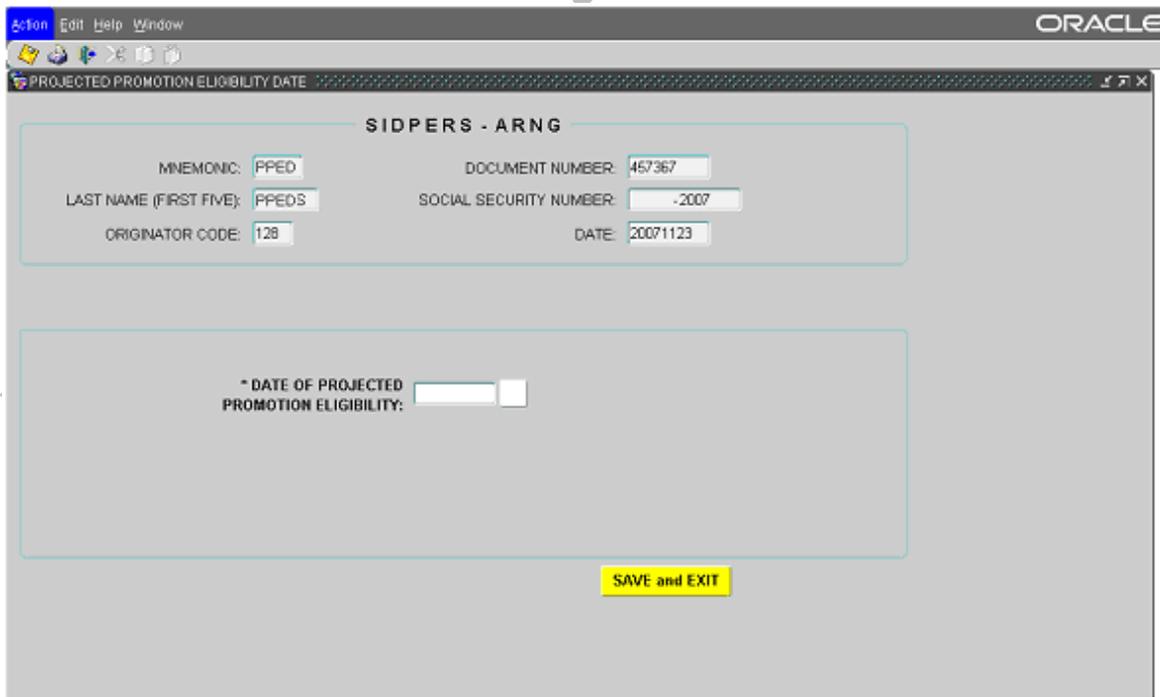


Figure 4-98. PROJECTED PROMOTION ELIGIBILITY DATE Screen

Table 4-98 describes the field and the button on this screen.

Table 4-98. PROJECTED PROMOTION ELIGIBILITY DATE Screen Description

Field/Button	Description
*DATE OF PROJECTED PROMOTION ELIGIBILITY	Enter new eligibility date (YYYYMMDD) indicated on the source document. Example: 20071221 (21 December 2007) NOTE 1: This date is adjusted based on results of the Mandatory Promotion Board action and may not necessarily be a future date. NOTE 2: This date will be adjusted for ING time.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.74 PREVIOUS RECORD STATUS Screen

Use this screen to correct a previous record status.

You access this screen (Figure 4-99) from the **TRANS MNEMONIC MENU** screen. Enter **PRSC** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with the current SIDPERS data.

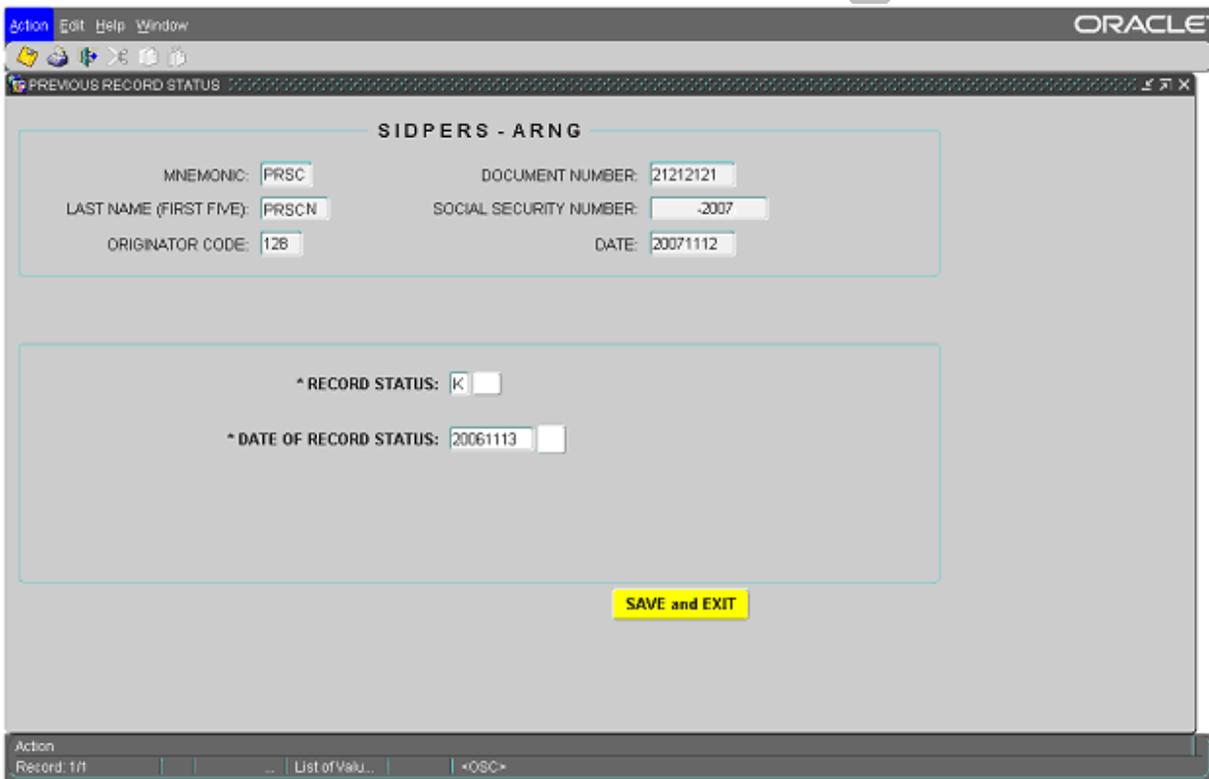


Figure 4-99. PREVIOUS RECORD STATUS Screen

Table 4-99 describes the fields and the button on this screen.

Table 4-99. PREVIOUS RECORD STATUS Screen Description

Field/Button	Description
*RECORD STATUS	This field identifies the status of an individual’s record. In the case of PRSC, it is used only to correct the record status before the current one. Example: S (Active Record – Individual is on Active Duty for Training/Active Duty for Special Work (ADT/Active Duty for Special Work (ADSW)) for over 30 days.)
*DATE OF RECORD STATUS	The date (YYYYMMDD) of the latest change to record status Example: 20071117 (17 November 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.75 QUALITATIVE SELECTIVE RETENTION IDENTIFIER Screen

Use this screen to report the results of the Qualitative/Selective Retention Board.

You access this screen (Figure 4-100) from the **TRANS MNEMONIC MENU** screen, enter **QSRC** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with the current SIDPERS data.

The screenshot shows a web-based application window titled "QUALITATIVE SELECTIVE RETENTION IDENTIFIER" with the Oracle logo in the top right. The main content area is titled "SIDPERS - ARNG" and contains two main sections of input fields. The first section includes: MNEMONIC: QSRC, DOCUMENT NUMBER: 35781630, LAST NAME (FIRST FIVE): QSRCS, SOCIAL SECURITY NUMBER: -2007, ORIGINATOR CODE: 128, and DATE: 20071123. The second section includes: QUALITATIVE/SELECTIVE RETENTION IDENTIFIER: C, DATE OF QUALITATIVE/SELECTIVE RETENTION IDENTIFIER: 20010206, MANDATORY REMOVAL REASON: Y, DATE OF MANDATORY REMOVAL: 20170725, and RETENTION WAIVER: YY. A yellow button labeled "SAVE and EXIT" is positioned at the bottom center of the form area.

Figure 4-100. QUALITATIVE/SELECTIVE RETENTION IDENTIFIER Screen

Table 4-100 describes the fields and the button on this screen.

Table 4-100. QUALITATIVE/SELECTIVE RETENTION IDENTIFIER Screen Description

Field/Button	Description
QUALITATIVE/SELECTIVE RETENTION IDENTIFIER	This alphabetical value identifies the individual's status as it relates to Qualitative (enlisted) and Selective (officer) Retention Consideration. Example: C (Individual considered by board and approved for retention; to be reconsidered in two years)
DATE OF QUALITATIVE/SELECTIVE RETENTION IDENTIFIER	The date (YYYYMMDD) of approval of board action Example: 20070101 (1 January 2007)
MANDATORY REMOVAL REASON	Enter the code that identifies the condition under which a commissioned officer/warrant officer is remaining in an active status and the reason for eventual removal. This must be alphabetic. Example: A (To reach maximum age)
DATE OF MANDATORY REMOVAL	This is the date (YYYYMMDD) the commissioned officer/warrant officer must be removed from active status. Example: 20070417 (17 April 2007)
RETENTION WAIVER	Enter the code identifying circumstances or conditions the Qualitative/Selective Retention Board has elected to waive. Example: A8 (Medical)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.76 SIRACE Screen

Use this screen to correct an erroneous entry of Race/Population Group.

To access this screen (Figure 4-101) from the **TRANS MNEMONIC MENU** screen, enter **RACE** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with the current SIDPERS data.

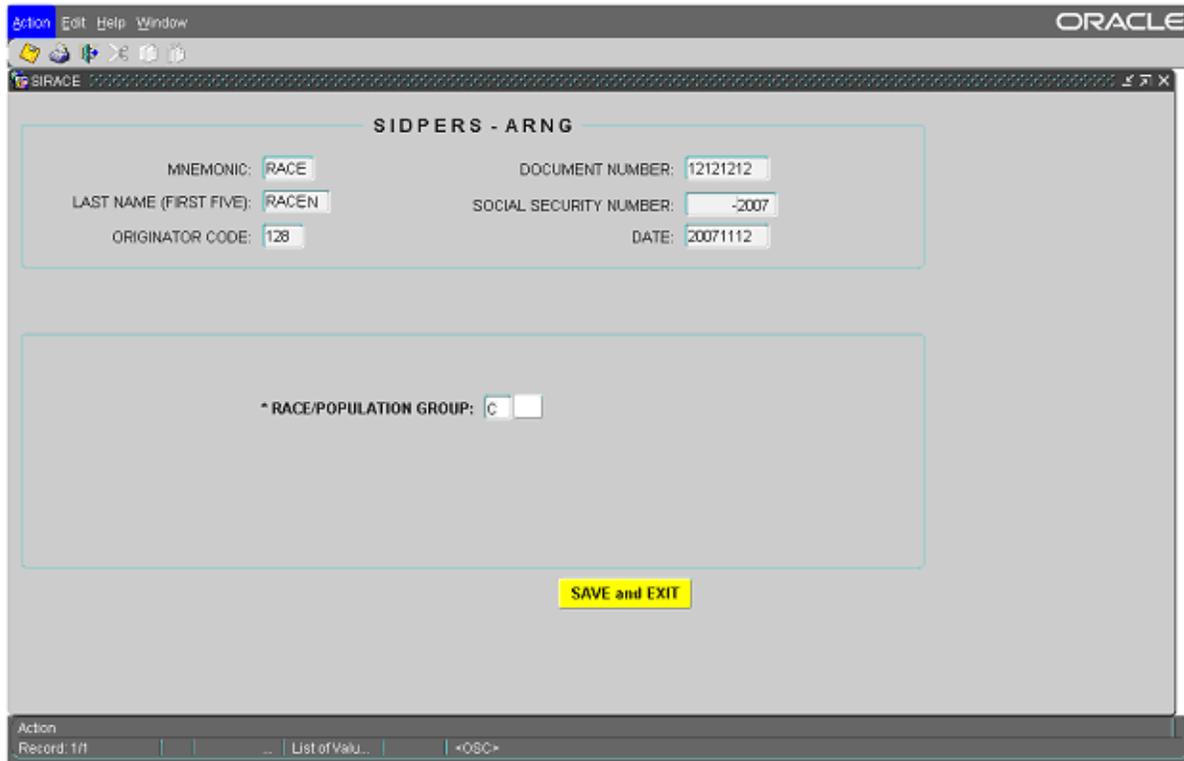


Figure 4-101. SIRACE Screen

Table 4-101 describes the fields and the button on this screen.

Table 4-101. SIRACE Screen Description

Field/Button	Description
*RACE/POPULATION GROUP	Enter the alphabetic code that identifies the race of the individual. Example: X (Other), A (African American), and C (Caucasian) NOTE 1: Do not confuse Race with Ethnic Group. NOTE 2: A change in the race code is seldom required; however, you can correct an error.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.77 RELEASE FROM ACTIVE DUTY TRAINING Screen

Use this screen to update the database upon return of the individual from ADT.

To access this screen (Figure 4-102) from the **TRANS MNEMONIC MENU** screen, enter **RADT** in the ***MNEMONIC** field and enter the required data.

The screenshot shows a software window titled "RELEASE FROM ACTIVE DUTY TRAINING" with the Oracle logo in the top right corner. The window contains a form titled "SIDPERS - ARNG". The form has two main sections. The top section contains the following fields: MNEMONIC (RADT), DOCUMENT NUMBER (21212121), LAST NAME (FIRST FIVE) (RADTN), SOCIAL SECURITY NUMBER (-2007), ORIGINATOR CODE (128), and DATE (20071112). The bottom section contains: DUTY POSITION, TNG-STAT, DUTY POSITION QUALIFICATION, AUTHORIZED LINE DESIGNATOR, AUTHORIZED PARAGRAPH DESIGNATOR, COMMAND STATUS, POSN-NBR-EXCESS-IND, DATE-END-DUTY-DEERS-ELIG, and LEAVE-CUM-DAYS-PAID. A yellow button labeled "SAVE and EXIT" is located below the second section. At the bottom of the window, the status bar displays "Record: 1/1" and "<OSC>".

Figure 4-102. RELEASE FROM ACTIVE DUTY TRAINING Screen

Table 4-102 describes the fields and the button on this screen.

Table 4-102. RELEASE FROM ACTIVE DUTY TRAINING Screen Description

Field/Button	Description
DUTY POSITION	<p>Enter the applicable code for each personnel record. The first five positions of this field represent the DSSI and DSS (Officer) or DMOS (Warrant Officer/Enlisted); the sixth and seventh positions indicate the First Duty ASI, and the eighth and ninth positions indicate the Duty Language Identity Code LIC. See NOTE 1 below. Positions 6 through 9 may be left blank.</p> <p>Example: 12A0P3AGM GM (Duty Position Commissioned Officer; 12A0P = DSSI and DSS; 3A = ASI; GM = LIC) 42A4LA3FR (Duty Position Enlisted; 42A4L = DMOS; A3 = SSI; FR = LIC) 152FPK6GM (Duty Position Warrant Officer; 152FP = DMOS; 1Y = ASI; GM = LIC)</p> <p>NOTE 1: If a personnel detail line requires a First and a Second Duty ASI and an LIC, the LIC has priority over the Second Duty ASI.</p> <p>NOTE 2: If an enlisted individual has an LIC, the fifth position of the MOS (which is the SQI) must show an L.</p>
TNG_STAT	<p>TRAINING STATUS Identifies an individual's initial entry training status. Enter the appropriate code. Your entry must be alphabetic.</p> <p>Example: A (NPS, awaiting IET in a pay status) C [Individual completed IADT (enlisted NPS and officers)]</p>
DUTY POSITION QUALIFICATION	<p>This code must be alphabetic. (Commander's evaluation)</p> <p>Example: Q (Qualified)</p>

Field/Button	Description
<p>AUTHORIZED LINE DESIGNATOR</p>	<p>Enter the MTOE/TDA line number to which the individual is assigned in the first two positions. If the designator contains a suffix, place it in the third position; otherwise, the third position is left blank.</p> <p>Example: 05_ (Without a suffix, the third position is blank.) 05A (With a suffix, the suffix is placed in the third position.)</p> <p>NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>
<p>AUTHORIZED PARAGRAPH DESIGNATOR</p>	<p>Enter the MTOE/TDA paragraph number to which the individual is assigned in the first three positions. If designator contains a suffix, place in the fourth position; otherwise, the fourth position is left blank.</p> <p>Example: 200_ (Without a suffix, the fourth position is blank) 200A (With a suffix, the suffix is placed in the fourth position)</p> <p>NOTE 1: Paragraph and Line Numbers are required on all individuals (including over strength), except those personnel in an extra TDA position.</p> <p>NOTE 2: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>
<p>COMMAND STATUS</p>	<p>Enter code which identifies whether an individual is or is not assigned as a commander. The code applies only to commissioned officers and warrant officers.</p> <p>Example: 1 (Currently assigned as the commander of a Selected Reserve unit.) 3 (Never assigned as commander of a Selected Reserve unit.)</p>
<p>POSN_NBR_EXCESS_IND</p>	<p>POSITION NUMBER EXCESS INDIVIDUAL: This field must contain the position number excess code when an individual is in an excess status. Enter the code that identifies the individual’s excess status.</p> <p>Example: 9992 (Assigned to extra TDA position.)</p>

Field/Button	Description
DATE_END_DUTY_DEERS_ELIG:	DATE END OF DUTY FOR DEERS ELIGIBILITY Enter the date (YYYYMMDD) when the soldier will terminate a tour of Active Duty, which has lasted for a period of 31 or more consecutive days. Example: 20070417 (17 April 2007)
LEAVE_CUM_DAYS_PAID	LEAVE CUMULATIVE DAYS PAID Enter the number of days the member was paid for leave not taken since 10 February 1976. The third position is for half-day increments. Example: 555 (55.5 days)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.78 RELIGIOUS DENOMINATION Screen

Use this screen to update/correct Religious Denomination entry.

To access this screen (Figure 4-103) from the **TRANS MNEMONIC MENU** screen, enter **RELG** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with the current SIDPERS data.

The screenshot shows the 'RELIGIOUS DENOMINATION' screen within the 'SIDPERS - ARNG' application. The interface includes a menu bar (Action, Edit, Help, Window) and the Oracle logo. The main form area contains the following fields:

- MNEMONIC: RELG
- DOCUMENT NUMBER: 21212121
- LAST NAME (FIRST FIVE): RELGN
- SOCIAL SECURITY NUMBER: -2007
- ORIGINATOR CODE: 128
- DATE: 20071112

A large, empty rectangular box in the center of the screen contains the text: *** RELIGIOUS DENOMINATION: MM**. At the bottom center of the form area is a yellow button labeled **SAVE and EXIT**. The bottom status bar shows 'Record: 1/1', a list of values, and '<OSC>'.

Figure 4-103. RELIGIOUS DENOMINATION Screen

Table 4-103 describes the fields and the button on this screen.

Table 4-103. RELIGIOUS DENOMINATION Screen Description

Field/Button	Description
*RELIGIOUS DENOMINATION	Enter the appropriate code for preference or non-preference. Example: GB (American Lutheran Church)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.79 REENLISTMENT Screen

Use this screen to report an immediate reenlistment.

To access the **REENLISTMENT** screen (Figure 4-104) from the **TRANS MNEMONIC MENU** screen, enter **RENL** in the ***MNEMONIC** field and enter the required data. Several fields are automatically populated with the current SIDPERS data.

Figure 4-104. REENLISTMENT Screen

Table 4-104 describes the fields and the button on this screen.

Table 4-104. REENLISTMENT Screen Description

Field/Button	Description
ENLISTMENT WAIVER CONDITION:	If circumstances or conditions require that an enlistment waiver be granted an individual upon reenlistment, then enter the applicable code. The database allows for three waiver conditions for enlisted personnel. Example: A3 (Alien)
ENLSTMT_REENL__BONUS_ENTL	ENLISTMENT/REENLISTMENT BONUS – RESERVE ENTITLEMENT Enter code <i>C</i> for a reenlistment in a bonus program of three, four, or five years; A <i>C</i> in oracle is for 3 years only <i>D</i> for six years. Enter code <i>D</i> for members reenlisting in a bonus program for 6 years. Enter code <i>N</i> for members who have completed a prior bonus program. Enter an <i>N</i> code also for members returning from ING. Enter code <i>Q</i> for members who have never been in a bonus program. Input of codes other than C, D, N, or Q displays an error message.
DATE_ENLSTMT_REENL_BONUS	DATE OF ENLISTMENT/REENLISTMENT BONUS – RESERVE Enter as the date (YYYYMMDD) of entitlement to Enlistment/Reenlistment/Extension for all personnel certified as eligible for appropriate bonus. Example: 20071201 (1 December 2007)
*EXPIRATION TERM OF SERVICE DATE	Enter the individual’s new ETS date (YYYYMMDD) established by this reenlistment. Example: 20071130 (30 November 2007)
TERM_ENLSTMT_RES	TERM OF ENLISTMENT – RESERVE Enter the number of months of this enlistment. Any extensions from prior enlistments are not counted here. Justify with leading zeros if the value is less than 100. Example: 036 (3 years)
RETENTION WAIVER	This data element is used only when an individual reenlists beyond 20 years or over-age. Example: C0 (Reenlists or extends beyond age 60.)

Field/Button	Description
ENLSTMT_REENL_BONUS_MOS	<p>ENLISTMENT/REENLISTMENT BONUS RESERVE MILITARY OCCUPATIONAL SPECIALTY – ENLISTED</p> <p>Enter MOS for which the individual is receiving bonus. These are the first three characters of the MOS.</p> <p>Example: 76C</p>
DATE_EXEC_6_YR_SVC_OBLG	<p>DATE OF EXECUTION 6 YEAR SERVICE OBLIGATION</p> <p>This is the date (YYYYMMDD) an individual executes or incurs a six year agreement to stay in the Selected Reserve to qualify for Montgomery G.I. Bill benefits.</p> <p>Example: 20071115 (15 November 2007)</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.80 RETURN INACTIVE NATIONAL GUARD Screen

Use this screen when an individual returns from the Inactive National Guard to the Active National Guard.

NOTE:

This transaction requires the input of a PPED for commissioned officers/warrant officers and a DOR transaction for enlisted personnel.

To access the **RETURN INACTIVE NATIONAL GUARD** screen (Figure 4-105) from the **TRANS MNEMONIC MENU** screen, enter **RING** in the ***MNEMONIC** field and enter the required data. Several fields are automatically populated with the current SIDPERS data.

Figure 4-105. RETURN FROM INACTIVE NATIONAL GUARD Screen

Table 4-105 describes the fields and the button on this screen.

Table 4-105. RETURN FROM INACTIVE NATIONAL GUARD Screen Description

Field/Button	Description
*CURR_UPC	<p>CURRENT UNIT PROCESSING CODE</p> <p>Identifies the individual's current unit of assignment. Example: PFBAW (UPC is the UIC minus the W.)</p> <p>NOTE: The letters <i>I</i> and <i>O</i> cannot be used in the fourth position of UPC. The letter <i>Z</i> cannot be used in the first position.</p>
*ASG_LOSS_RSN	<p>ASSIGNMENT/LOSS REASON</p> <p>This data element is used to indicate the reason for gains and for losses (that is, assignment, reassignment, separation, or discharge). It consists of alphabetic codes and combinations of numeric and alphabetic codes. Enter the appropriate code.</p> <p>Example:</p> <p>A0 (Return from Inactive Status)</p> <p>AA (Return from Inactive National Guard to perform Annual Training)</p>

Field/Button	Description
DY_POSN	<p>DUTY POSITION</p> <p>Enter the applicable code for each personnel record. The first five positions of this field represent the DSSI and DSS (Officer) or DMOS (Warrant Officer/Enlisted); the sixth and seventh positions indicate the First Duty ASI, and the eighth and ninth positions indicate Duty LIC. (See NOTE 1.) Positions six through nine may be left blank.</p> <p>Example:</p> <p>12A0P3AGM (Duty Position Commissioned Officer; 12A0P = DSSI and DSS; 3A = ASI; GM = LIC)</p> <p>42A4LA3FR (Duty Position Enlisted; 42A4L = DMOS; A3 = SSI; FR = LIC)</p> <p>152FPK6GM (Duty Position Warrant Officer; 152FP DMOS; K6 = ASI; GM = LIC)</p> <p>NOTE 1: If a personnel detail line requires a First and a Second Duty ASI and an LIC, the LIC has priority over the Second Duty ASI.</p> <p>NOTE 2: If an enlisted individual has an LIC, the fifth position of the MOS (which is the SQI) must show an L.</p>
*DATE_ASG_LOSS_RSN	<p>DATE OF ASSIGNMENT/LOSS REASON</p> <p>Enter the effective date (YYYYMMDD) of assignment or loss.</p> <p>Example: 20070312 (2007 March 12)</p>
DY_POSN_QUAL	<p>DUTY POSITION QUALIFICATION</p> <p>This code must be alphabetic. (Commander's evaluation)</p> <p>Example: Q (Qualified)</p>
AUTH_LINE_DSG	<p>AUTHORIZED LINE DESIGNATOR</p> <p>Enter the MTOE/TDA line number to which the individual is assigned in the first two positions. If designator contains a suffix, place it in the third position; otherwise, the third position is left blank.</p> <p>Example: 05_ (Without a suffix, the third position is blank.) 05A (With a suffix, the suffix is placed in the third position.)</p> <p>NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>

Field/Button	Description
AUTH_PARA_DSG	<p>AUTHORIZED PARAGRAPH DESIGNATOR Enter the MTOE/TDA paragraph number to which the individual is assigned in the first four positions. If designator contains a suffix, place it in the fourth position; otherwise, the fourth position is left blank. Example: 200_ (Without a suffix, the fourth position is blank.) 200A (With a suffix, the suffix is placed in the fourth position.) NOTE 1: Paragraph and line numbers are required on all individuals (including over strength) except those in an extra TDA position. NOTE 2: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “ ”.</p>
POSN_NBR_EX_IND	<p>POSITION NUMBER EXCESS INDIVIDUAL This field must contain the position number excess code when an individual is in an excess status. Enter the code that identifies the individual’s excess status. Example: 9992 (Assigned to extra TDA position.)</p>
PRO_PAY_STAT	<p>PROFICIENCY PAY STATUS This field applies to enlisted personnel only. Enter the code that identifies the special duty assignment of an enlisted member for which Proficiency Pay is authorized. Example: 3 (Special Duty Assignment Pay 3 at the rate of \$165.00 per month)</p>
DOR_RES	<p>DATE OF RANK – RESERVE Enter the date (YYYYMMDD) the soldier was appointed or promoted to the present grade, with adjustment for any break in service. The date is reported for promotion, reduction, appointment/enlistment, or after a break in service or adjustment for time in the ING. Example: 20070615 (15 June 2007)</p>
PRO_PAY_DATE	<p>PROFICIENCY PAY DATE Enter the date (YYYYMMDD) when an individual is entitled to Proficiency Pay. This field applies to enlisted personnel only. Example: 20070102 (2 January 2007)</p>

Field/Button	Description
CMD_STAT	<p>COMMAND STATUS</p> <p>Enter the code which identifies whether an individual is or is not assigned as a commander. This field applies only to commissioned officers and warrant officers.</p> <p>Example: 3 (Never assigned as commander of a Selected Reserve unit)</p>
DATE_PROJ_PROM_ELIG	<p>DATE OF PROJECTED PROMOTION ELIGIBILITY</p> <p>Enter the new eligibility date (YYYYMMDD) indicated on the source document.</p> <p>Example: 20071221 (21 December 2007)</p> <p>NOTE 1: This date is adjusted based on results of the Mandatory Promotion Board action and may not necessarily be a future date.</p> <p>NOTE 2: This date is adjusted for ING time.</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

DRAFT

4.5.81 RESERVE OFFICER TRAINING IDENTIFICATION Screen

Use this screen to change or correct enrollment completion status, type, and service of an individual's ROTC program and the number of years completed.

To access the **RESERVE OFFICER CORPS TRAINING IDENTIFICATION** screen (Figure 4-106) from the **TRANS MNEMONIC MENU** screen, enter **ROTC** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

The screenshot displays the 'RESERVE OFFICER CORPS TRAINING IDENTIFICATION' screen within an Oracle application window. The window title bar includes 'Action Edit Help Window' and the Oracle logo. The main content area is titled 'SIDPERS - ARNG' and contains several input fields and checkboxes. The fields are: MNEMONIC (ROTC), DOCUMENT NUMBER (21212121), LAST NAME (FIRST FIVE) (ROTON), SOCIAL SECURITY NUMBER (-2007), ORIGINATOR CODE (128), and DATE (20071112). Below these fields are three checkboxes: 'TYPE RESERVE OFFICER TRAINING CORPS PROGRAM' (checked), 'RESERVE OFFICER TRAINING CORPS ARMED FORCES' (checked), and 'RESERVE OFFICER TRAINING CORPS - YEARS COMPLETED' (0). A yellow 'SAVE and EXIT' button is located at the bottom center of the form area. The bottom status bar shows 'Record: 1/1' and a '<OSC>' button.

Figure 4-106. RESERVE OFFICER CORPS TRAINING IDENTIFICATION Screen

Table 4-106 describes the fields and the button on this screen.

Table 4-106. RESERVE OFFICER CORPS TRAINING IDENTIFICATION Screen Description

Field/Button	Description
TYPE RESERVE OFFICER TRAINING CORPS PROGRAM	Identifies the type Reserve Officer Training Corps program in which the individual is enrolled. Example: E (ROTC – 3 years) Y (None)
RESERVE OFFICER TRAINING CORPS ARMED FORCES	If an individual is enrolled or has completed ROTC, enter the code that identifies the branch of service. Example: D
RESERVE OFFICER TRAINING CORPS – YEARS COMPLETED	Enter the total number of ROTC years completed. Example: 2
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.82 RETENTION WAIVER Screen

Use this screen to report correct and change the Retention Waiver code. This screen applies to all officer and enlisted personnel.

To access the **RETENTION WAIVER** screen (Figure 4-107) from the **TRANS MNEMONIC MENU** screen, enter **RTWV** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with current SIDPERS data.

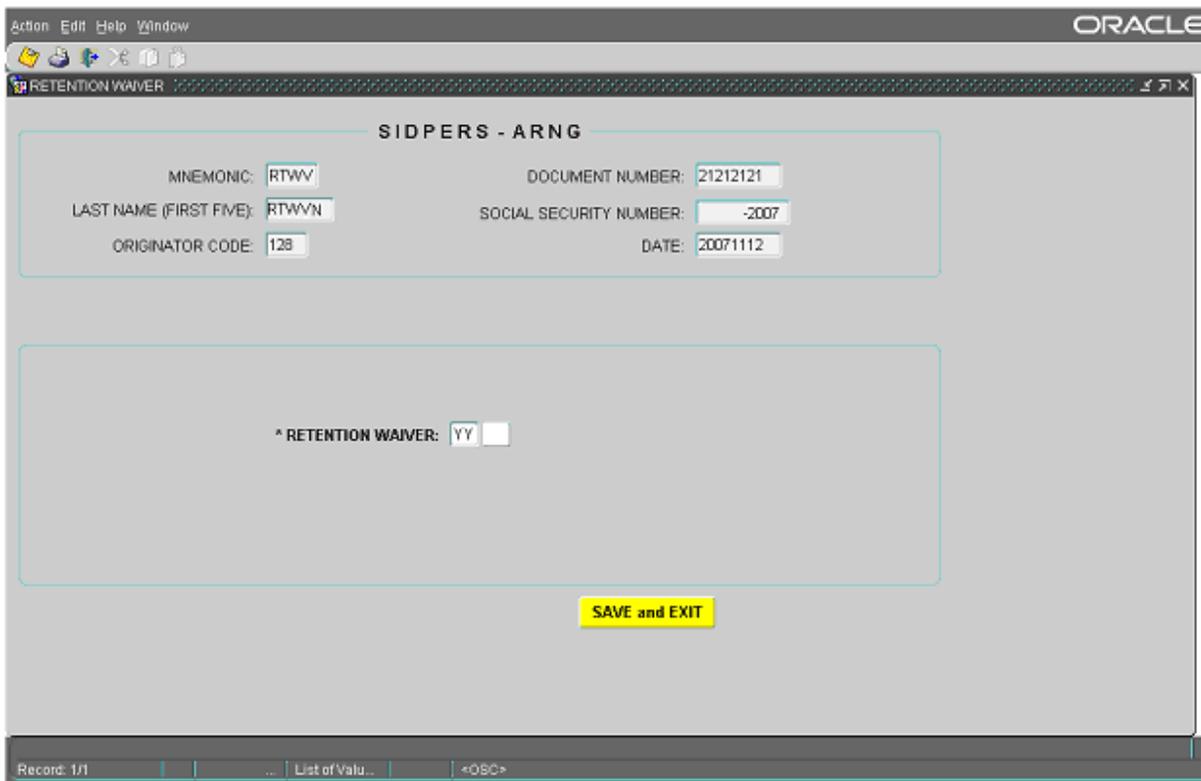


Figure 4-107. RETENTION WAIVER Screen

Table 4-107 describes the fields and the button on this screen.

Table 4-107. RETENTION WAIVER Screen Description

Field/Button	Description
*RETENTION WAIVER	Used to correct/change retention waiver code on enlisted personnel or to input waiver allowing a commissioned officer/warrant officer to be retained. Example: A7 (Underweight/overweight) C7 (Failure to maintain eligibility for retention in an active status)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.83 RETIREMENT YEAR ENDING DATE Screen

Use this screen to change or correct Retirement Year Ending Date.

To access the **RETIREMENT YEAR ENDING DATE** screen (Figure 4-108) from the **TRANS MNEMONIC MENU** screen, enter **RYE** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with current SIDPERS data.

Figure 4-108. RETIREMENT YEAR ENDING DATE Screen

Table 4-108 describes the fields and the button on this screen.

Table 4-108. RETIREMENT YEAR ENDING DATE Screen Description

Field/Button	Description
*RETIREMENT YEAR ENDING DATE	Enter the date (MMDD) when a period of service was completed for totaling of retirement points. Example: 1126 (November 26) 0929 (September 29)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.84 SURVIVOR BENEFIT PLAN ELECTION Screen

Use this screen to report an individual's Survivor Benefit Plan or to correct an erroneous entry, after 20 years of certified service.

To access the **SURVIVOR BENEFIT PLAN ELECTION** screen (Figure 4-109) from the **TRANS MNEMONIC MENU** screen, enter **SBP** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

ORACLE

SURVIVOR BENEFIT PLAN ELECTION

SIDPERS - ARNG

MNEMONIC: SBP DOCUMENT NUMBER: 21212121

LAST NAME (FIRST FIVE): SBPON SOCIAL SECURITY NUMBER: -2007

ORIGINATOR CODE: 128 DATE: 20071

SURVIVOR BENEFIT PLAN ELECTION COVERAGE: C

SURVIVOR BENEFIT PLAN ELECTION STATUS: A

* SURVIVOR BENEFIT PLAN OPTION: A

DATE OF SURVIVOR BENEFIT PLAN ELECTION STATUS: 20010715

SAVE and EXIT

Record: 1/1 ... List of Valu... <ESC>

Figure 4-109. SURVIVOR BENEFIT PLAN ELECTION Screen

Table 4-109 describes the fields and the button on this screen.

Table 4-109. SURVIVOR BENEFIT PLAN ELECTION Screen Description

Field/Button	Description
SURVIVOR BENEFIT PLAN ELECTION COVERAGE	Coverage elected by an individual upon becoming eligible after 20 years of service for retirement Example: B (Spouse and children)
SURVIVOR BENEFIT PLAN ELECTION STATUS	If an individual has been notified to make a Survivor Benefit Plan Election, enter the code to indicate the status of that election. Example: C (Election made and returned by individual)
*SURVIVOR BENEFIT PLAN OPTION	Identifies the timeframe for coverage to be effective Example: C (Option C immediate coverage)
DATE OF SURVIVOR BENEFIT PLAN ELECTION STATUS	Identifies the date (YYYYMMDD) when an individual completes a Survivor Benefit Plan Election (DA Form 1883) Example: 20070401 (1 April 2007)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.85 SECURITY CLEARANCE Screen

Use this screen to record, withdraw, or correct a Security Clearance.

To access the **SECURITY CLEARANCE** screen (Figure 4-110) from the **TRANS MNEMONIC MENU** screen, enter **SCYC** in the ***MNEMONIC** field and enter the required data. Several fields are automatically populated with the current SIDPERS data.

The screenshot shows a web-based form titled "SIDPERS - ARNG" within an Oracle browser window. The form is divided into two main sections. The top section contains fields for: MNEMONIC (SCYC), DOCUMENT NUMBER (21212121), LAST NAME (FIRST FIVE) (SCYON), SOCIAL SECURITY NUMBER (-2007), ORIGINATOR CODE (128), and DATE (20071112). The bottom section contains fields for: SECURITY CLEARANCE (Y), PSINVES-INIT, SECURITY INVESTIGATION STATUS (X), DATE-PSINVES-INIT, DATE OF SECURITY CLEARANCE, PSINVES-COMPL, DUTY POSITION QUALIFICATION (D), DATE-PSINVES-COMPL, PSINVES-RORD, and SEC-NONDIS-AGREE-PROC-CD. A yellow button labeled "SAVE and EXIT" is located at the bottom center of the form area. The browser window title is "SECURITY CLEARANCE" and the Oracle logo is in the top right corner.

Figure 4-110. SECURITY CLEARANCE Screen

Table 4-110 describes the fields and the button on this screen.

Table 4-110. SECURITY CLEARANCE Screen Description

Field/Button	Description
SECURITY CLEARANCE	Enter applicable code. Example: F (Secret)
PSINVES_INIT	PERSONNEL SECURITY INVESTIGATION INITIATED The type of personnel security investigation initiated on an individual.
SECURITY INVESTIGATION STATUS	Indicates status of security investigation. Example: B (Favorable National Agency Check completed) X (No investigation initiated or deletion of other codes)
DATE_PSINVES_INIT	DATE OF PERSONNEL SECURITY INVESTIGATION INITIATED Enter the date (YYYYMMDD) when a personnel security investigation was opened by the Defense Investigative Service.

Field/Button	Description
DATE OF SECURITY CLEARANCE	Enter the date (YYYYMMDD) that security investigation level of access was granted or the latest date of Security Clearance validation. Example: 20071121 (21 November 2007)
PSINVES_COMPL	PERSONNEL SECURITY INVESTIGATION COMPLETED The type of personnel security investigation, which was finalized for an individual
DUTY POSITION QUALIFICATION	Enter the qualification rating. Example: N (Not Qualified) Q (Qualified)
DATE_PSINVES_COMPL	DATE OF PERSONNEL SECURITY INVESTIGATION COMPLETED Enter the date (YYYYMMDD) when a personnel security investigation was finalized.
PSINVES_RQRD	PERSONNEL SECURITY INVESTIGATION REQUIRED The type of Personnel Security Investigation, which is needed for a specific duty position
SEC_NONDIS_AGREE_PROC_CD	SECURITY NON-DISCLOSURE AGREEMENT PROCESSED Indicates that the initial security briefing and SF-312 has been executed by a properly cleared soldier who has been granted access to classified information.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.86 SEPARATION Screen

Use this screen to report the separation of a commissioned officer or warrant officer from the Army National Guard.

To access the **SEPARATION** screen (Figure 4-111) from the **TRANS MNEMONIC MENU** screen, enter **SEP** in the ***MNEMONIC** field and enter the required data.

The screenshot shows a web browser window titled "SEPARATION" with the Oracle logo in the top right. The main content area is titled "SIDPERS - ARNG" and contains a form with the following fields:

- MNEMONIC:
- DOCUMENT NUMBER:
- LAST NAME (FIRST FIVE):
- SOCIAL SECURITY NUMBER:
- ORIGINATOR CODE:
- DATE:

Below these fields are four sections, each with a label and two input fields:

- * ASSIGNMENT/LOSS REASON:
- * DATE OF ASSIGNMENT/LOSS REASON:
- CHARACTER OF SEPARATION:
- * CURRENT ORGANIZATION IDENTIFICATION:

A yellow button labeled "SAVE and EXIT" is positioned at the bottom center of the form area. The bottom status bar shows "Record: 1/1" and a "<OSC>" button.

Figure 4-111. SEPARATION Screen

Table 4-111 describes the fields and the button on this screen.

Table 4-111. SEPARATION Screen Description

Field/Button	Description
*ASSIGNMENT/LOSS REASON	Enter the type of reason for an assignment or for a reassignment, discharge, or in this case, a separation. Enter the appropriate code. Example: MC (Maximum allowable age)
*DATE OF ASSIGNMENT/LOSS REASON	Enter the effective date of the separation. Enter as the date (YYYYMMDD). Example: 20070104 (4 January 2007)
CHARACTER OF SEPARATION	Enter the appropriate code. Example: B (Under Honorable Conditions) NOTE: Leave blank for interstate transfer when ASG LOSS RSN is coded GA.
*CURRENT ORGANIZATION IDENTIFICATION	Enter appropriate code. In this case, because the individual is being separated, the current organization is the organization to which the individual will be assigned after separation. Example: E (USAR Troop Program Unit)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.87 SEX Screen

Use this screen to correct an erroneous Sex entry. The field is automatically populated with the current SIDPERS data.

To access the **SEX** screen (Figure 4-112) from the **TRANS MNEMONIC MENU** screen, enter **SEX** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with the current SIDPERS data.

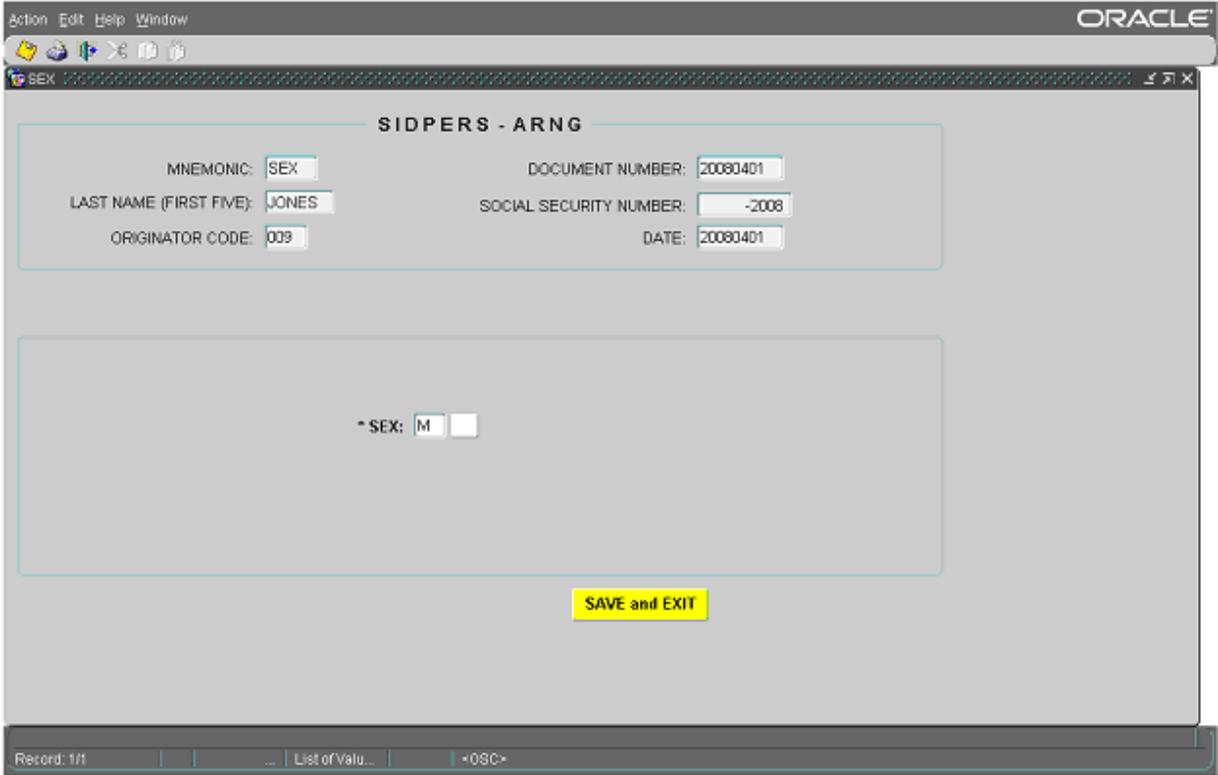


Figure 4-112. SEX Screen

Table 4-112 describes the fields and the button on this screen.

Table 4-112. SEX Screen Description

Field/Button	Description
*SEX	Enter the appropriate code that identifies the correct sex of the individual. (The only two codes valid for this data element are M or F.) Example: Female (F), Male (M) NOTE: A change in the SEX code is seldom required; however, the capability to correct an error is provided should the need arise.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.88 SERVICEMENS GROUP LIFE INSURANCE ELECTION Screen

Use this screen to update or correct SGLI coverage. The field is automatically populated with the current SIDPERS data.

To access the SERVICEMENS GROUP LIFE INSURANCE ELECTION screen (Figure 4-113) from the **TRANS MNEMONIC MENU** screen, enter **SGLI** in the ***MNEMONIC** field and enter all the required data. The field is automatically populated with the current SIDPERS data.

Figure 4-113. SERVICEMENS GROUP LIFE INSURANCE ELECTION Screen

Table 4–113 describes the fields and the button on this screen.

Table 4–113. SERVICEMENS GROUP LIFE INSURANCE ELECTION Screen Description

Field/Button	Description
*SERVICEMENS GROUP LIFE INSURANCE ELECTION	Identifies the type of coverage the individual elected. Example: 5 (\$50,000)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.89 SPECIAL PAY Screen

Use this screen to award or to withdraw Special Pay.

To access the **SPECIAL PAY** screen (Figure 4-114) from the **TRANS MNEMONIC MENU** screen, enter **SPAY** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with the current SIDPERS data.

Figure 4-114. SPECIAL PAY Screen

Table 4-114 describes the fields and the button on this screen.

Table 4-114. SPECIAL PAY Screen Description

Field/Button	Description
*SPECIAL PAY	<p>This data element is used to enter pay entitlement over and above the basic pay. Special pay is awarded to individuals for continuous service in certain designated skills. Enter the appropriate code; it cannot be left blank.</p> <p>Example:</p> <p>06 (Foreign Duty and Diving Duty Pay)</p> <p>43 (Foreign Pay (Enlisted Only))</p> <p>00 (No Special Pay entitlement)</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.90 SOURCE COMMISSION WARRANT Screen

Use this screen to correct the original source of the commission or appointment.

To access the **SOURCE COMMISSION WARRANT** screen (Figure 4-115) from the **TRANS MNEMONIC MENU** screen, enter **SRCW** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with current SIDPERS data.

Figure 4-115. SOURCE COMMISSION/WARRANT Screen

Table 4-115 describes the fields and the button on this screen.

Table 4-115. SOURCE COMMISSION/WARRANT Screen Description

Field/Button	Description
*SOURCE OF COMMISSION/WARRANT	Enter the original source of the commission or appointment. Example: 7 (Direct Appointment, all other)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.91 SPECIALTY SKILL IDENTIFIER Screen

Use this screen to correct a previous entry of a SPECIALTY SKILL IDENTIFIER (SSI). This screen is applicable only to commissioned officers.

To access the **SPECIALTY SKILL IDENTIFIER** screen (Figure 4-116) from the **TRANS MNEMONIC MENU** screen, enter **SSI** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

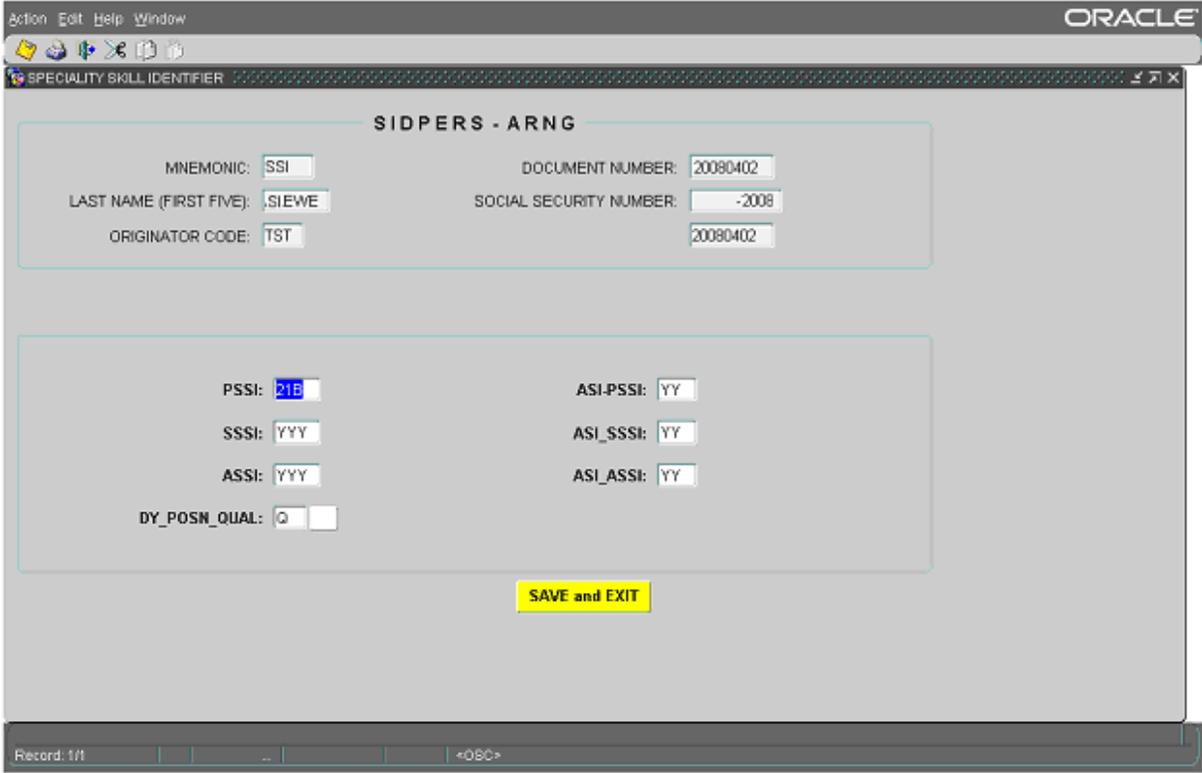


Figure 4-116. SPECIALTY SKILL IDENTIFIER Screen

Table 4-116 describes the fields and the button on this screen.

Table 4-116. SPECIALTY SKILL IDENTIFIER Screen Description

Field/Button	Description
PSSI	PRIMARY SPECIALTY SKILL IDENTIFIER Enter PSSI awarded on orders. Example: 42A (Adjutant General)
ASI_PSSI	ADDITIONAL SKILL IDENTIFIER – PRIMARY SPECIALTY SKILL IDENTIFIER Enter the designated ASI to the PSSI. Example: 5W (Jump Master)

Field/Button	Description
SSSI	SECONDARY SPECIALTY SKILL IDENTIFIER Enter SSSI awarded on orders. Example: 12B (Armored Unit Officer)
ASI_SSSI	ADDITIONAL SKILL IDENTIFIER – SECONDARY SPECIALTY SKILL IDENTIFIER Enter the designated ASI to the SSSI. Example: 5N (Advisor)
ASSI	ADDITIONAL SPECIALTY SKILL IDENTIFIER Enter the ASSI awarded on orders. Example: 89E (Explosive Ordnance Disposal Officer)
ASI_ASSI	ADDITIONAL SKILL IDENTIFIER – ADDITIONAL SPECIALTY SKILL IDENTIFIER Enter the designated ASI to the ASSI. Example: 5W (Civil Affairs Officer)
DY_POSN_QUAL	DUTY POSITION QUALIFICATION Enter the qualification rating. Example: N (Not Qualified), Q (Qualified)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

DRAFT

4.5.92 SOCIAL SECURITY NUMBER Screen

Use this screen to correct an erroneous entry of an individual’s Social Security Number.

To access the **SOCIAL SECURITY NUMBER** screen (Figure 4-117) from the **TRANS MNEMONIC MENU** screen, enter **SSN** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with current SIDPERS data.

Figure 4-117. SOCIAL SECURITY NUMBER Screen

Table 4-117 describes the field and the button on this screen.

Table 4-117. SOCIAL SECURITY NUMBER Screen Description

Field/Button	Description
*SOCIAL SECURITY NUMBER, SERVICE MEMBER	Enter the nine numbers of the correct SSN. Do not use dashes or spaces. Example: 123456789
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.93 TAX INFORMATION INDIVIDUAL Screen

Use this screen to report or correct an individual’s IRS Form W-4.

NOTE:

If you are changing information in only one or two of the fields on a transaction, leave the fields blank where there are no changes.

To access the **TAX INFORMATION INDIVIDUAL** screen (Figure 4-118) from the **TRANS MNEMONIC MENU** screen, enter **TAX** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

Figure 4-118. TAX INFORMATION INDIVIDUAL Screen

Table 4-118 describes the fields and the button on this screen.

Table 4-118. TAX INFORMATION INDIVIDUAL Screen Description

Field/Button	Description
ADDITIONAL WITHHOLDING TAX	Indicates additional Federal Income Tax to be withheld from individual's pay. The maximum withholding is \$84. Example: 15 (\$15) NOTE: Number of Exemptions must be 00 for 'Additional Withholding Tax' to be applicable.
STATE TAX CODE	Enter the state authorized to receive a copy of the individual's Form W-2. This must be the standard state abbreviation. Example: Virginia (VA)

Field/Button	Description
NUMBER OF EXEMPTIONS	<p>First character must be either M (married) or S (not married) to designate marital status. Second and third characters indicate number of exemptions designated. The range of values for the number of exemptions is 00-26.</p> <p>Soldiers may claim exemption from federal income tax withholding, designating either “no withholding” or “vow of poverty.”</p> <p>These soldiers will be identified by entering an M (married) or S (not married) to designate marital status: entering N (for no withholding) or P (for vow of poverty) as the second character and the third character will be left blank.</p> <p>Example: M03 (Married total of three dependents)</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

DRAFT

4.5.94 TRANSFER TO INACTIVE NATIONAL GUARD Screen

Use this screen to transfer an individual to the ING.

To access the **TRANSFER TO INACTIVE NATIONAL GUARD** screen (Figure 4-119) from the **TRANS MNEMONIC MENU** screen, enter **TING** in the ***MNEMONIC** field and enter the required data.

Figure 4-119. TRANSFER TO INACTIVE NATIONAL GUARD Screen

Table 4-119 describes the fields and the button on this screen.

Table 4-119. TRANSFER TO INACTIVE NATIONAL GUARD Screen Description

Field/Button	Description
*ASSIGNMENT/LOSS REASON	This data element is used to indicate the reason for assignment to the ING. It consists of alphabetic codes and combinations of numeric and alphabetic codes. Enter the appropriate code. Example: RC (Removal from an Active status)
*DATE OF ASSIGNMENT/LOSS REASON	Enter the effective date (YYYYMMDD). Example: 20080831 (31 August 2008)

Field/Button	Description
EXPIRATION DATE INACTIVE NATIONAL GUARD	Enter date (YYYYMMDD) indicated on orders. If the individual is transferred to the ING indefinitely, the system generates the ETS date or MRD, respectively. Example: 20080921 (21 September 2008)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.95 TERM OF ENLISTMENT RESERVE Screen

Use this screen to correct a previous TOER entry. It applies only to enlisted personnel.

To access the **TERM OF ENLISTMENT RESERVE** screen (Figure 4-120) from the **TRANS MNEMONIC MENU** screen, enter **TOER** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with the current SIDPERS data.

Figure 4-120. TERM OF ENLISTMENT RESERVE Screen

Table 4-120 describes the fields and the button on this screen.

Table 4-120. TERM OF ENLISTMENT RESERVE Screen Description

Field/Button	Description
*TERM OF ENLISTMENT RESERVE	This is the number of months of current enlistment, including any extensions. Justify with leading zeros if the value is less than 100. Example: 096 (6-year enlistment plus 2-year extension)
*EXPIRATION TERM OF SERVICE DATE	Enter the date (YYYYMMDD) of current enlistment. For enlistment with extensions, enter the date when the current extension expires. Example: 20070430 (30 April 2008)
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.96 TRANSFER WITHIN STATE Screen

Use this screen to report the transfer of an individual to another unit within the state or to correct a UPC. This transaction is generated for a reorganized unit (OIUL).

To access the **TRANSFER WITHIN STATE** screen (Figure 4-121) from the **TRANS MNEMONIC MENU** screen, enter **TRF** in the ***MNEMONIC** field and enter the required data. The fields are automatically populated with current SIDPERS data.

The screenshot shows the 'TRANSFER WITHIN STATE' screen with the following data entered:

- MNEMONIC: TRF
- DOCUMENT NUMBER: 20080401
- LAST NAME (FIRST FIVE): TRFZJ
- SOCIAL SECURITY NUMBER: -2008
- ORIGINATOR CODE: TST
- DATE: 20080401
- * CURRENT UNIT PROCESSING CODE: PF1TD
- AUTHORIZED LINE DESIGNATOR: 08
- AUTHORIZED PARAGRAPH DESIGNATOR: 108
- COMMAND STATUS: 3
- * DUTY POSITION QUALIFICATION: N
- * DUTY POSITION: 153ALYYYY
- POSITION NUMBER: YYYY
- EXCESS INDIVIDUAL: (empty)

A yellow button labeled 'SAVE and EXIT' is located at the bottom center of the form area. The Oracle logo is visible in the top right corner of the window.

Figure 4-121. TRANSFER WITHIN STATE Screen

Table 4-121 describes the fields and the button on this screen.

Table 4-121. TRANSFER WITHIN STATE Screen Description

Field/Button	Description
*CURRENT UNIT PROCESSING CODE	<p>Enter the current UPC of the gaining unit. UPC is the UIC minus the W. Example: PQTAA NOTE: Letters I and O are not used in the fourth position of the UPC and Z is not used in the first position.</p>
AUTHORIZED LINE DESIGNATOR	<p>Enter the MTOE/TDA line number to which the individual is assigned, in the first two positions. If the designator contains a suffix, place in the third position; otherwise, the third position is left blank. Example: 05_ (Without suffix, third position is blank.) 05A (With a suffix, the suffix is placed in the third position.) NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>
AUTHORIZED PARAGRAPH DESIGNATOR	<p>Enter the MTOE/TDA paragraph number to which the individual is assigned in the first three positions. If designator contains a suffix, place in the fourth position; otherwise, the fourth position is left blank. Example: 200_ (Without a suffix, the fourth position is blank.) 200A (With a suffix, the suffix is placed in the fourth position.) NOTE 1: Paragraph and Line Numbers are required for all individuals (including over-strength) except for those in an extra TDA position. NOTE 2: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>
COMMAND STATUS	<p>Enter the code which identifies whether an individual is or is not assigned as a commander. This field applies only to commissioned officers and warrant officers. Example: 1 (Currently assigned as commander of a Selected Reserve unit.) 3 (Never assigned as commander of a Selected Reserve unit.)</p>
*DUTY POSITION QUALIFICATION	<p>This code must be alphabetic. (Commander’s evaluation) Example: Q (Qualified)</p>

Field/Button	Description
*DUTY POSITION	<p>Enter the applicable code for each personnel record. The first five positions of this field represent the DSSI and DSS (Officer) or DMOS (Warrant Officer/Enlisted); the sixth and seventh positions indicate the First Duty ASI, and the eighth and ninth positions indicate Duty LIC. (See NOTE 1 below). Positions 6 through 9 may be left blank.</p> <p>Example: 12A923BGM (Duty Position Commissioned Officer; 12A92 = DSSI and DSS; 3B = ASI; GM = LIC) 42A4LA3FR (Duty Position Enlisted; 42A4L = DMOS; A3 = SSI; FR = LIC) 152FPK6GM (Duty Position Warrant Officer; 152FP = DMOS; K6 = ASI; GM = LIC)</p> <p>NOTE 1: If a personnel detail line requires a First and Second Duty ASI and an LIC, the LIC has priority over the Second Duty ASI.</p> <p>NOTE 2: If an enlisted individual has an LIC, the fifth position of the MOS (which is the SPECIAL QUALIFICATION IDENTIFIER SQI) must show an <i>L</i>.</p>
POSITION NUMBER EXCESS INDIVIDUAL	<p>This field must contain the position number excess code when an individual is in an excess status. Enter the code that identifies the individual's excess status.</p> <p>Example: 9992 (Assigned to extra TDA position.)</p> <p>NOTE: Deletion of this data element cannot be accomplished with a dash (-) for this transaction. If an individual is in an excess position, or coming from another unit, a DPOS transaction must be accomplished first to take the individual out of the excess position, before TRF is done.</p>
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.97 TWENTY YEAR CERTIFICATE STATUS Screen

Use this screen to report certification of 20 years of service creditable for retirement.

To access the **TWENTY YEAR CERTIFICATE STATUS** screen (Figure 4-122) from the **TRANS MNEMONIC MENU** screen, enter **TYCS** in the ***MNEMONIC** field and enter the required data. The field is automatically populated with current SIDPERS data.

Figure 4-122. TWENTY YEAR CERTIFICATE STATUS Screen

Table 4-122 describes the fields and the button on this screen.

Table 4-122. TWENTY YEAR CERTIFICATE STATUS Screen Description

Field/Button	Description
*TWENTY YEAR CERTIFICATE STATUS	Identifies individuals who are certified as completing 20 years of creditable service for retirement. Example: V (Verification of completion of 20 years for retirement purposes for even years.) NOTE: Data code Y in this field deletes high values or erroneous entry. This field looks at TOT YR SAT SVC RET. You cannot remove W or V if 20 years or greater is in the TOT YR SAT SVC RET field.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.5.98 UNIFORMED THRIFT SAVINGS PLAN Screen

Use this screen to elect or change election in the Uniformed Thrift Savings Plan.

To access the Uniformed Thrift Savings Plan screen (Figure 4-123) from the **TRANS MNEMONIC MENU** screen, enter **UTSP** in the ***MNEMONIC** field and enter the required data.

Figure 4-123. UNIFORMED THRIFT SAVINGS PLAN Screen

Table 4-123 describes the fields and the button on this screen.

Table 4-123. UNIFORMED THRIFT SAVINGS PLAN SCREEN Description

Field/Button	Description
BASIC PAY	The percentage of basic pay service member is electing to contribute to the Uniformed Thrift Savings Plan. Example: 007 (7 PERCENT)
INCENTIVE PAY	The percentage of incentive pay service member is electing to contribute to the Uniformed Thrift Savings Plan. Example: 050 (50 PERCENT) NOTE: In order to elect any percentage of incentive pay, the service member must be contributing at least 1% of basic pay.

Field/Button	Description
SPECIAL PAY	The percentage of special pay service member is electing to contribute to the Uniformed Thrift Savings Plan. Example: 100 (100 PERCENT) NOTE: In order to elect any percentage of special pay, the service member must be contributing at least 1% of basic pay.
BONUS PAY	The percentage of incentive pay the service member is electing to contribute to the Uniformed Thrift Savings Plan. Example: 025 (25 PERCENT) NOTE: In order to elect any percentage of bonus pay, the service member must be contributing at least 1% of basic pay.
SAVE and EXIT	Commits the transaction to the SIDPERS database.

4.6 Query Screens

The following subsections describe the Query Pages that are displayed when you select the **Query** radio button on the **NAME QUERY** screen. There are two query options: **QUERY BY SSN** and **QUERY BY NAME** (Figure 4-124). The pages contain the table that allows you to display information about a service member's record. Information is grouped according to Military Personnel Class (Table 4-124).

Figure 4-124. QUERY BY Option Screen

Enter the first five of the last name and use the drop-down tool to search for the name.

NOTE 1:

To toggle through the pages, click the page tab with the mouse.

NOTE 2:

To begin the query on another soldier, choose the clear form and enter the new **SSN** or **NAME**.

The following list describes the type of information the pages display.

Table 4-124. Pages and Data Contained

Page(s)	Data Contained
1-7	All personnel
8-9	Enlisted personnel
10	Warrant Officers only
11	Commissioned Officers only

In addition to the Page formats, this section describes each data element on the Pages. For additional information about the data elements, see *NGP (AR) 25-10, the Standard Installation/Division Personnel System (SIDPERS) Data Element Dictionary*.

4.6.1 NAME QUERY (Page 1) Screen

To access the NAME QUERY (Page 1) screen (Figure 4-125) from the **SIDPERS Main** screen, select the **Queries** menu and **Query Form. Page1** is the default page that displays.

Figure 4-125. NAME QUERY (Page 1) Screen

Table 4-125 describes the fields on this screen.

Table 4-125. NAME QUERY (Page 1) Screen Description

Field/Button	Description
QUERY BY SSN	Searches for an individual by Social Security Number.
Enter SSN-SM:	Enter the individual's Social Security Number.
QUERY BY NAME	Select this radio button to search for an individual by name.
NAME:	Enter the individual's name.
Clear Form	Clears the data from the form.
REC_STAT	RECORD STATUS The active/inactive condition of an individual's record on the personnel data bank.
DATE_REC_STAT	DATE OF RECORD STATUS The date of the latest recorded change to the Record Status of an individual; entered as YYYYMMDD.
MPC	MILITARY PERSONNEL CLASS The category into which the service member is classified based upon their grade and status.
AREAX	ARMY AREA AND STATE OR COUNTRY Identification of the Army area and state or country location of an organization. The first character is Army Area, the second and third characters are state or country abbreviations for system use.
SEX	SEX The division of human beings into two groups based on differing physiological characteristics.
LAST_TY_TRANS	LAST TYPE TRANSACTION The last transaction type to successfully update an active master record. This may be less than four characters, but must be left-justified.
DATE_LAST_TY_TRANS	DATE OF LAST TYPE TRANSACTION Date of the last transaction mnemonic processed to the automated record
ORIG_CODE	ORIGINATOR CODE A unique code to identify each data originator submitting data to the system. Codes are developed and assigned by each SIB.

Field/Button	Description
CON_NBR	<p>CONTROL NUMBER</p> <p>A unique number which is automatically assigned to each transaction. It provides a means of controlling all input transactions throughout the processing cycle until the files are updated or an output report is generated. Rejected transactions are suspended using this number. Position 1 is the second position of the year (YY) in Date of Transaction Processing. Positions 2 and 3 are month and day of assigning control number. Positions 4 through 8 are a sequential number assigned to each transaction.</p>
TRANS_CODE	<p>TRANSACTION CODE</p> <p>Used in reports for the Department of Defense (DoD). It identifies the type of gains, transfers, losses, reenlistments, and changes in status (that is, to and from ARNG/ING).</p>
PAY_GR	<p>PAY GRADE</p> <p>A generated data element which identifies individuals by the rate of pay to which they are entitled.</p>
GR_ABBR_CODE	<p>GRADE ABBREVIATION AND CODE</p> <p>A rating in a graduated progression of ratings in an armed service.</p> <p>The abbreviation and code in which the individual is now serving or has served.</p>
EFF_DATE_GR	<p>EFFECTIVE DATE OF GRADE</p> <p>The effective date of a service member's current military grade; entered as YYYYMMDD.</p>
NAME_IND	<p>NAME, INDIVIDUAL</p> <p>Identifies an individual through a combination of words or sounds. It must be left-justified and have only alpha characters.</p>
DOR_RES	<p>DATE OF RANK-RESERVE</p> <p>The date (YYYYMMDD) that establishes the relative seniority of an individual among others who possess the same reserve grade in a United States Army Reserve component. The date is reported for promotion, reduction, appointment/enlistment, or after a break in service or adjustment for time in ING.</p>
GR_CH_WVR	<p>GRADE CHANGE WAIVER</p> <p>The circumstances or conditions waived to allow an advancement/promotion of a service member.</p>

Field/Button	Description
ASG_SEQ_NBR	<p>ASSIGNMENT SEQUENCE NUMBER</p> <p>This is an identifier for the service member. It is meant to serve in place of the service member's SSN. It is created when the service member enters SIDPERS either via PSG or NPSG. When combined with the MPC, a unique identifier for the service member is created. No two service members will have the same MPC+ASG_SEQ_NBR combination.</p>
GR_HOW_ACQ_CODE	<p>GRADE HOW ACQUIRED CODE</p> <p>The rationale for a service member's change in grade.</p>
PREV_UPC	<p>PREVIOUS UNIT PROCESSING CODE</p> <p>The Unit Processing Code of the unit to which a service member was previously assigned. This is the Unit Identification Code minus the first character W.</p>
CURR_UPC	<p>CURRENT UNIT PROCESSING CODE</p> <p>The Unit Processing Code which identifies an individual's present permanent organization assignment. This code is the Unit Identification Code minus the first character W. Alphabetic characters I and O in lowercase cannot be used in the first two or the fifth position of the UPC.</p>
POSN_NBR_EX_IND	<p>POSITION NUMBER EXCESS INDIVIDUAL</p> <p>A code that identifies service members not assigned to fill an authorized position vacancy in their unit, and who are being carried as excess to the requirements of the duty position to which assigned.</p>
DUTY_POSN	<p>DUTY POSITION</p> <p>Identification of skills and job requirements in which a service member is actually performing.</p>
DY_POSN_QUAL	<p>DUTY POSITION QUALIFICATION</p> <p>The commander's evaluation of the individual's ability to perform the duties of the position assigned or the duties to which assigned as excess.</p>
ASG_LOSS_RSN	<p>ASSIGNMENT/LOSS REASON</p> <p>The type of assignment reason for gains, or the reason for reassignment, separation or discharge. Used upon gain or loss to current state.</p>
DATE_ASGN_LOSS_RSN	<p>DATE ASSIGNED/LOSS REASON</p> <p>The effective date of the change of strength accountability upon gain or loss to a current organization.</p>

Field/Button	Description
CURR_ORG_IDENT	CURRENT ORGANIZATION IDENTIFICATION Identifies the military organization to which an individual is currently assigned.
AUTH_LINE_DSG	AUTHORIZED LINE DESIGNATOR The sequence number which identifies a unique position within each paragraph on an authorization document (MTOE/TDA). It identifies the complete designation of any line within the documents and the specific position each service member fills.
NAME_IND	NAME, INDIVIDUAL Identifies an individual name. It must be left-justified and have only alpha characters.
AUTH_PARA_DSG	AUTHORIZED PARAGRAPH DESIGNATOR The sequence number which identifies a unique section on an authorization document, a subdivision of a unit authorization document (MTOE/TDA). It identifies a specific sub-element of a unit.

4.6.2 NAME QUERY (Page 2) Screen

To access the **NAME QUERY (Page 2)** screen (Figure 4-126) from the **SIDPERS Main** screen, select the **Queries** menu, **Query Form**, and **PAGE2** tab on the screen.

Figure 4-126. NAME QUERY (Page 2) Screen

Table 4-126 describes the fields on this screen.

Table 4-126. NAME QUERY (Page 2) Screen Description

Field/Button	Description
ATCH_CODE	<p>ATTACHMENT CODE</p> <p>The basis for a service member performing duty in an attached status with a unit other than the assigned unit.</p>
TYPE_ATCH	<p>TYPE ATTACHMENT</p> <p>The status of the service member relative to attachment.</p>
UPC_ATCH	<p>Unit Processing Code of Attachment</p> <p>The Unit Processing Code of the organization to which an individual is temporarily authorized to perform duty and/or for administrative support.</p>
EFF_DATE_OF_ATCH	<p>EFFECTIVE DATE OF ATTACHMENT</p> <p>The effective date (YYYYMMDD) when an individual was attached to a unit.</p>
EXPN_DATE_ATCH	<p>EXPIRATION DATE OF ATTACHMENT</p> <p>The date (YYYYMMDD) when the individual's attachment to another unit or organization will expire.</p>
PREV_MPC_CURR_PROC	<p>PREVIOUS MILITARY PERSONNEL CLASS CURRENT PROCUREMENT</p> <p>The first character in a data chain consisting of an individual's current procurement status. Includes those personnel who have changed their Military Personnel Class. This data element is comprised of a data chain consisting of Previous Military Personnel Class, Previous Organization Identification, and Procurement Program. For example, a current ARNG member with prior service as an enlisted member of the IRR Reinforcement Control Group during his last service before enlistment in the ARNG and was enlisted in the ARNG under the <i>Try One</i> program, see below:</p> <p>Previous Military Personnel – Enlisted = Code E Previous Organization Identification = USAR Control Group (Reinforcement) = Code R Procurement Program – <i>Try One</i> = Code BI Current Procurement Code = ERBI</p>

Field/Button	Description
PREV_ORG_ID_CURR_PROC	<p>PREVIOUS ORIGINATOR – ID CURRENT PROCUREMENT</p> <p>The second character in a data chain consisting of an individual's current procurement status; includes those personnel who have changed their Military Personnel Class. This data element is comprised of a data chain consisting of <i>Previous Military Personnel Class</i>, <i>Previous Organization Identification</i>, and <i>Procurement Program</i>. For example, a current ARNG member with prior service as an enlisted member of the IRR Reinforcement Control Group during his last service before enlistment in the ARNG and was enlisted in the ARNG under the <i>Try One</i> program, see below: Previous Military Personnel – Enlisted = Code E Previous Organization Identification = USAR Control Group (Reinforcement) = Code R Procurement Program – <i>Try One</i> = Code BI Current Procurement Code = ERBI</p>
PROC_PROG_CURR_PROC	<p>PROCUREMENT PROGRAM CURRENT PROCUREMENT</p> <p>The third and fourth characters in a data chain consisting of an individual's current procurement status; includes those personnel who have changed their Military Personnel Class. This data element is comprised of a data chain consisting of <i>Previous Military Personnel Class</i>, <i>Previous Organization Identification</i>, and <i>Procurement Program</i>. For example, a current ARNG member with prior service as an enlisted member of the IRR Reinforcement Control Group during his/her last service before enlistment in the ARNG and was enlisted in the ARNG under the <i>Try One</i> program, see below: Previous Military Personnel – Enlisted = Code E Previous Organization Identification = USAR Control Group (Reinforcement) = Code R Procurement Program – <i>Try One</i> = Code BI Current Procurement Code = ERBI</p>
DATE_CURR_PROC	<p>DATE OF CURRENT PROCUREMENT</p> <p>The most current contract date when a service member, with prior service, was enlisted/commissioned or appointed into the Army National Guard.</p>

Field/Button	Description
PREV_MPC_INIT_PROC	<p>PREVIOUS MILITARY PERSONNEL CLASS INITIAL PROCUREMENT</p> <p>Previous MPC Initial Procurement is comprised of the first character of the current Procurement data chain. (A data chain consisting of an individual's initial procurement status and the date the service member was first accessed into any U.S. military service branch.) This data chain is comprised of the data elements <i>Military Personnel Class</i>, <i>Previous Organization Identification</i>, and <i>Procurement Program</i>, in that sequence. The data codes and meanings are found in the individual data element. For example, a current ARNG service member, with initial prior service as an enlisted person in the active Army, would be coded as follows: Military Personnel Class (Enlisted in Active Army) = E Previous Organization Identification (Active Component, U.S. Army) = D Procurement Program (Regular Component) = AE Therefore, Initial Procurement Code = EDAE</p>
PREV_ORG_ID_INIT_PROC	<p>PREVIOUS ORIGINATOR – ID INITIAL PROCUREMENT</p> <p>Previous ORGID Initial Procurement is comprised of the second character of the current Procurement data chain. (A data chain consisting of an individual's initial procurement status and the date the service member was first accessed into any U.S. military service.) This data chain is comprised of the data elements <i>Military Personnel Class</i>, <i>Previous Organization Identification</i>, and <i>Procurement Program</i>, in that sequence. The data codes and meanings are found in the individual data element. For example, a current ARNG service member, with initial prior service as an enlisted person in the active Army, would be coded as follows: Military Personnel Class (Enlisted in Active Army) = E Previous Organization Identification (Active Component, U.S. Army) = D Procurement Program (Regular Component) = AE Therefore, Initial Procurement Code = EDAE</p>

Field/Button	Description
PROC_PROG_INIT_PROC	<p>PROCUREMENT PROGRAM INITIAL PROCUREMENT</p> <p>Procurement Program Initial Procurement is comprised of the third and fourth character of the Procurement data chain. (A data chain consisting of an individual's initial procurement status and the date the service member was first accessed into any U.S. military service.) This data chain is comprised of the data elements <i>Military Personnel Class</i>, <i>Previous Organization Identification</i>, and <i>Procurement Program</i>, in that sequence. The data codes and meanings are found in the individual data element. A current ARNG service member, with initial prior service as an enlisted person in the active Army, would be coded as follows:</p> <p>Military Personnel Class (Enlisted in Active Army) = E Previous Organization Identification (Active Component, U.S. Army) = D Procurement Program (Regular Component) = AE Therefore, Initial Procurement Code = EDAE</p>
DATE_INIT_PROC	<p>DATE OF INITIAL PROCUREMENT</p> <p>The date an individual was first appointed, enlisted, or inducted into any uniformed service of the U.S. (active or reserve component). This date is fixed and is not adjusted for breaks in service. Entered as YYYYMMDD</p>
EXPN_RDY_RES_OBLG_DATE	<p>EXPIRATION READY RESERVE OBLIGATION DATE</p> <p>A date which indicates that part of the statutory and/or contractual obligation that a member is required to remain in the Ready Reserve (participation requirement). For further reference, see AR 135-91. Entered as YYYYMMDD.</p>
EXPN_STAT_MIL_OBLG_DATE	<p>EXPIRATION STATUTORY MILITARY OBLIGATION DATE</p> <p>A date to indicate the expiration of the period a service member is required by statute. Entered as YYYYMMDD.</p>
PEBD	<p>PAY ENTRY BASIC DATE</p> <p>The constructive date that establishes the beginning of an individual's creditable service for pay purposes. Entered as YYYYMMDD.</p>

Field/Button	Description
ADD_WH_TAX	<p>ADDITIONAL WITHHOLDING TAX Dollar amount to be withheld for Federal income tax in addition to the amount that would be withheld based upon member's earnings, marital status, and tax exemptions. Allows an individual to increase the normal withholding amounts, when through other employment or income, an individual might owe a significant amount at tax return filing time or might otherwise have to make quarterly estimated payments. This must be in whole dollar amounts; 999 indicate money earned withheld and applies to both officer and enlisted personnel.</p>
START_DT_DTY_DEERS	<p>START DATE OF DUTY FOR DEERS ELIGIBILITY The date when the member will begin duty for 31 consecutive days to qualify for eligibility in the DEERS.</p>
END_DT_DTY_DEERS	<p>END DATE OF DUTY FOR DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM ELIGIBILITY The date when the member will have terminated duty held for 31 or more consecutive days, thereby ending eligibility for the DEERS.</p>
ST_TAX_CODE	<p>STATE TAX CODE The State taxing authority designated to receive a copy of an individual's IRS Form W-2, Wage, and Tax Statement.</p>
NBR_EXEM	<p>NUMBER OF EXEMPTIONS Identifies the number of exemptions designated by the service member to be used in the computation of Federal Income Tax Withholding.</p>
SGLI_ELEC	<p>SERVICEMEN'S GROUP LIFE INSURANCE ELECTION The amount of money, in thousands of dollars, of insurance protection optionally selected by a member under the SGLI program; identifies the type and amount of SGLI coverage elected by the service member.</p>
CURR_AERO_RT	<p>CURRENT AERONAUTICAL RATING Identifies an individual's crew position for the rating received.</p>

Field/Button	Description
IPAY_NBR_ONE	<p>INCENTIVE PAY INDICATOR NUMBER ONE</p> <p>The first incentive pays entitlement over and above basic pay for the performance of hazardous duty under competent orders. <i>Number One</i> in data element title does not indicate a priority of preference. It is used only as a means of identification on the database. When more than one incentive pay is authorized, use <i>Incentive Pay Indicator Number Two</i> to record the additional one.</p>
DATE_IPAY_NBR_ONE	<p>DATE INCENTIVE PAY INDICATOR NUMBER ONE</p> <p>The effective date of entitlement to Incentive Pay Number One</p>
IPAY_NBR_TWO	<p>INCENTIVE PAY INDICATOR NUMBER TWO</p> <p>The second incentive pays entitlement over and above basic pay for the performance of hazardous duty under competent order. Used only when an individual is already receiving an incentive pay recorded under <i>Number One</i>. The <i>Number Two</i> in the data element title does not indicate a priority or preference. It is used only as a means of identification on the database.</p>
DATE_IPAY_NBR_TWO	<p>DATE INCENTIVE PAY INDICATOR NUMBER TWO</p> <p>The effective date of entitlement to Incentive Pay Number Two</p>
TNG_PAY_RET_CAT	<p>TRAINING/PAY/RETIRED CATEGORY</p> <p>A data element generated from data elements <i>Training Status</i> and <i>Record Status</i>. At the FOL, it is passed to the Military Pay Section (MPS). Also generated at the Headquarters Operating Level (HOL) for use in reports to DoD. It provides for:</p> <ul style="list-style-type: none"> Establishing criteria for training of the Reserve components. Designating uniform training/pay categories for Ready Reserve and Standby Reserve of the Armed Forces. Identifying service members for pay purposes.
BENEF_WVR_STAT_CODE	<p>BENEFIT STATUS WAIVER CODE</p> <p>Identifies those individuals receiving Veterans' Administration compensation and identifies whether pay or compensation is waived. Members receiving Veterans' Administration (disability) benefits will waive 63 days pay for 48 drills and 15 days annual training.</p>

Field/Button	Description
DAYS_WVD	<p>DAYS WAIVED</p> <p>The number of days during a fiscal year a service member waived veteran's administrative disability benefit or other pay. (The number of IDT, ADT, ADSW, AT, Retired Military pay, or VA benefit days, relates to <i>Benefit Status Waiver Code</i>.)</p>

4.6.3 NAME QUERY (Page 3) Screen

To access the NAME QUERY (Page 3) screen (Figure 4-127) from the **SIDPERS Main** screen, select the **Queries** menu, **Query Form**, and **PAGE3** tab on the screen.

Figure 4-127. NAME QUERY (Page 3) Screen

Table 4-127 describes the fields on this screen.

Table 4-127. NAME QUERY (Page 3) Screen Description

Field/Button	Description
CURR_INC_TERM_STAT	CURRENT INCENTIVE/TERMINATION STATUS Identifies the individual status for a Selected Reserve Incentive Program (SRIP) Entitlement.
DATE_INC_TERM_STAT	DATE OF INCENTIVE/TERMINATION STATUS Date an enlisted member of the Ready Reserve enlists/reenlists/affiliates/ extends or is terminated in a Ready Reserve Incentive Program. Entered as YYYYMMDD.
SP_PAY	SPECIAL PAY The pay entitlement over and above basic pay awarded to service members for continued service in certain designated skills within the armed service.
TNG_STAT	TRAINING STATUS Identifies the IET status of the service member.
DATE_TNG_STAT	DATE OF TRAINING STATUS The date an individual's initial entry training status is effective Entered as YYYYMMDD.
CIV_EDUC_LEVEL	CIVILIAN EDUCATION LEVEL The highest level of formal non-military education an individual has completed.
MAJ_SUBJ_COL_EDUC	MAJOR SUBJECT OF COLLEGE EDUCATION Identifies the major field of study pertaining to the highest civilian education completed by an individual.
TYPE_ROT_C_PROG	TYPE RESERVE OFFICER TRAINING CORPS PROGRAM Identifies the type of Reserve Officer Training Corps program in which a service member is enrolled.
ROT_C_ARM_FORCES	RESERVE OFFICER TRAINING CORPS ARMED FORCES The branch of service in which an individual has been affiliated for ROTC training.
ROT_C_YRS_COMP	RESERVE OFFICERS TRAINING CORPS – YEARS COMPLETED Identifies the total number of years of ROTC training completed by the service member.
FIRST_LANG_IDENT	FIRST LANGUAGE IDENTITY The system of verbal and/or sign communication in general use among members of a culture with any system or writing used to represent that system of communication.

Field/Button	Description
DOB	<p>DATE OF BIRTH The calendar date (YYYYMMDD) when an individual was born.</p>
RACE_POP_GRP	<p>RACE/POPULATION GROUP A division of the human population having descent or origin in particular peoples or racial groups.</p>
ETH_GRP	<p>ETHNIC GROUP Segments of the population that possess common characteristics and a cultural heritage significantly different from that of the general U.S. population. Closely identify with that cultural heritage.</p>
REL_DENOM	<p>RELIGIOUS DENOMINATION The name of a sect or group of service members having similar theological beliefs.</p>
STREET_ADDR	<p>STREET ADDRESS The number of an edifice, with the name of the street, avenue, boulevard, or other identification such as Post Office Box, Number, Post Office Station, or Rural Route designated by an individual for receipt of mail. The must be left-justified.</p>
ADDR_CITY	<p>ADDRESS CITY The name of a populated place designated by an individual for the receipt of mail.</p>
STATES_OF_US	<p>STATES OF THE UNITED STATES The first level geopolitical entity division of the United States of America (Includes the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands).</p>
ZIP	<p>ZIP CODE The U.S. Postal ZIP Code of the area designated by an individual for the receipt of mail or where a unit is located.</p>
STREET_ADDR_FGN	<p>STREET ADDRESS FOREIGN Identifies the foreign address an individual has designated for receipt of mail. A data chain consisting of <i>Street Address, Address City, Country of Residence, or Mail – APO/FPO (Army Post Office/Fleet Post Office) Identification</i>, in that sequence.</p>
ADDR_CITY_FGN	<p>ADDRESS CITY FOREIGN Identifies the foreign address an individual has designated for receipt of mail. A data chain consisting of <i>Street Address, Address City, Country of Residence, or Mail – APO/FPO Identification</i>, in that sequence.</p>

Field/Button	Description
CNTRY_RES_CURRENT	COUNTRY OF RESIDENCE, CURRENT The country, other than the United States, designated by an individual for the receipt of mail.
MAIL_APO_FPO_IDENT	MAIL APO/FPO IDENTIFICATION Identifies a DoD designated Gateway Post Office used for overseas Military mail.
MARTL_STAT	MARITAL STATUS The legal status of an individual as it relates to marriage.

4.6.4 NAME QUERY (Page 4) Screen

To access the **NAME QUERY** (Page 4) screen (Figure 4-128) from the **SIDPERS Main** screen, select the **Queries** menu, **Query Form**, and **PAGE4** tab on the screen.

The screenshot displays the 'NAME QUERY' screen within the 'SIDPERS - ARNG' application. At the top, there are menu options: Action, Edit, Query, Block, Record, Help, DSIB, Admin Functions, Reports, Personnel Action, Queries, Organizational Processing, Local Suppl DB, and Interfac. The main title is 'NAME QUERY'. Below the title, there are two search options: 'QUERY BY SSN' and 'QUERY BY NAME'. The 'QUERY BY NAME' option is selected. There are input fields for 'Enter SSN-SM:' and 'NAME:', and a 'Clear Form' button. Below the search options, there are tabs for 'PAGE1' through 'PAGE11', with 'PAGE4' being the active tab. The main content area is titled 'COMMON DATA FOR ALL PERSONNEL' and contains a grid of input fields and checkboxes for various personnel data points, including DEPN-NBR, DATE-QUAL-SEL-RET, NBR-MO-ACT-FED-SVC, ACT-STAT-PROG, BREAK-MIL-STAT, TECH-SSVC-CODE, DATE-INIT-ENT-RC, CIV-GR, CIV-EMPL, RES-CAT, CIV-OCC, SCTY-INVES-STAT, RET-WVR, SCTY-CLNC, DATE-END-EVAL-PD, DATE-SCTY-CLNC, PREV-REC-STAT, CTZSP-STAT-US-ORGN, DATE-PREV-REC-STAT, YR-MO-LAST-PHYS-EX, PRIV-ACT-DSP-RCD, PHYS-PRFL-SER, QUAL-SEL-RET-IDENT, WGT-IND, HGT-IND, and LOC-DATA-PERS. At the bottom, there is a status bar showing 'Record: 1/1' and '<OSC>'.

Figure 4-128. NAME QUERY (Page 4) Screen

Table 4-128 describes the fields on the screen.

Table 4-128. NAME QUERY Screen (Page 4) Description

Field/Button	Description
DEPN_NBR	DEPENDENTS, NUMBER OF The number of persons for whom the sponsor (normally the head of the household) provides support in accordance with the provisions of DoD <i>Military Pay and Allowances Entitlement Manual</i> .
NBR_MO_ACT_FED_SVC	NUMBER OF MONTHS OF ACTIVE FEDERAL SERVICE The cumulative period of full-time active duty, expressed in months (30 day increments), which is creditable to a member. The legal range of values is 000 – 420.
BREAK_MIL_STAT	BREAK IN MILITARY STATUS The period of time for which an individual with prior military service has had no military status during the period immediately prior to current status.
DATE_INIT_ENT_RC	DATE OF INITIAL ENTRY INTO A RESERVE COMPONENT The date of an individual's first acquisition to reserve component strength (The initial date (YYYYMMDD) will never be adjusted unless it is necessary to change an erroneous entry.).
CIV_EMPL	CIVILIAN EMPLOYER A code to indicate individual's current, full-time employer. This must be blank for ARNG personnel.
CIV_OCC	CIVILIAN OCCUPATION The general category into which jobs are classified according to the type of work performed. Do not leave blank.
RET_WVR	RETENTION WAIVER Identifies circumstance or condition the Government has elected to waive to allow a service member to be retained.
DATE_END_EVAL_PD	DATE OF END OF EVALUATION PERIOD The date marking the close of a period of time in which a service member's performance and potential are being assessed. This is the closing date of the last OER/Enlisted Evaluation Report, entered as YYYYMMDD.
PREV_REC_STAT	PREVIOUS RECORD STATUS Identifies the status of an individual's automated personnel records prior to his/her current status.

Field/Button	Description
DATE_PREV_REC_STAT	<p>DATE OF PREVIOUS RECORD STATUS Date of previous status of an individual's automated personnel records. Entered as YYYYMMDD.</p>
PRIV_ACT_DSP_RCD	<p>PRIVACY ACT DISPUTED RECORD Indicates that the individual has submitted a statement of disagreement after the Department of the Army (DA) Privacy Review Board decision not to amend his/her SIDPERS personnel record.</p>
QUAL_SEL_RET_IDENT	<p>QUALITATIVE/SELECTIVE RETENTION IDENTIFIER Identifies the service member's status as relating to qualitative and Selective Retention Board decision.</p>
DATE_QUAL_SEL_RET	<p>DATE OF QUALITATIVE/SELECTIVE RETENTION IDENTIFIER The date (YYYYMMDD) when the Qualitative/Selective Retention Board's recommendations concerning the service member are approved by a convening authority</p>
ACT_STAT_PROG	<p>ACTIVE STATUS PROGRAM Identifies programs of active status that service members are ordered to attend, accomplish, or perform. Defines the purpose of the full-time status of an individual.</p>
TECH_S SVC_CODE	<p>TECHNICIAN/SELECTIVE SERVICE CODE A code to indicate if a member of the Reserves is also employed as a technician or is assigned to a Selective Service position.</p>
CIV_GR	<p>CIVILIAN GRADE Identifies the Federal Civil Service grade of military technicians in the ARNG.</p>
RES_CAT	<p>RESERVE CATEGORY Identifies the Reserve participation status of an individual.</p>
SCTY_INVES_STAT	<p>SECURITY INVESTIGATION STATUS Indicates the type of security investigation performed under the provisions of AR 381-20 and AR 380-67, and the current status of the investigation.</p>
SCTY_CLNC	<p>SECURITY CLEARANCE The highest level of security eligibility for access to classified defense information, granted by the departmental central clearance facility based on the scope of a valid security investigation.</p>

Field/Button	Description
DATE_SCTY_CLNC	<p>DATE OF SECURITY CLEARANCE</p> <p>The date a security clearance was granted or the latest date of security clearance validation.</p> <p>Format is YYYYMMDD.</p>
CTZSP_STAT_US_ORGN	<p>CITIZENSHIP STATUS, UNITED STATES ORIGIN</p> <p>The legal (statutory) origin by which an individual acquired United States citizenship status.</p>
YR_MO_LAST_PHYS_EX	<p>YEAR AND MONTH OF LAST PHYSICAL EXAMINATION</p> <p>The year and month of the last physical examination.</p> <p>Format is YYYYMM.</p>
PHYS_PRFL_SER	<p>PHYSICAL PROFILE SERIAL</p> <p>An estimate of overall agility of a service member to perform military duties by consideration of the physical and mental condition.</p> <p>This data chain consists of the data elements, Physical Capacity Indicator, Upper Extremities Capacity Indicator, Lower Extremities Capacity Indicator, Hearing/Ears Capacity Indicator, Eyes/Vision Capacity Indicator, and Psychiatric Capacity Indicator (PULHES), in that sequence.</p>
WGT_IND	<p>WEIGHT, INDIVIDUAL</p> <p>The weight of an individual in pounds, as shown by the most recent medical examination.</p>
HGT_IND	<p>HEIGHT, INDIVIDUAL</p> <p>The height of an individual, in inches, as shown by the most recent medical examination.</p>
PHYS_CAT	<p>PHYSICAL CATEGORY</p> <p>A designation to represent certain combinations of physical profile serial codes (PULHES) and the most significant duty limitations.</p>

4.6.5 NAME QUERY (Page 5) Screen

To access the NAME QUERY (Page 5) screen (Figure 4-129) from the **SIDPERS Main** screen, select the **Queries** menu, **Query Form**, and **PAGE5** tab on the screen.

Figure 4-129. NAME QUERY (Page 5) Screen

Table 4-129 describes the fields on the screen.

Table 4-129. NAME QUERY (Page 5) Screen Description

Field/Button	Description
RYE_DATE	RETIREMENT YEAR ENDING DATE The month and day when a period of service is completed for totaling of retirement points. Established a closing date [month and day (MMDD)] of retirement year.
CUM_RET_PT	CUMULATIVE RETIREMENT POINTS The total number of points recorded within a retirement year, creditable toward retired pay, added to points already accumulated in this field on the file.
SUR_BEN_OPT	SURVIVOR BENEFIT PLAN OPTION The timeframe selected by the service member for survivor coverage to go into effect under the SBP.

Field/Button	Description
SUR_BEN_ELEC_COV	<p>SURVIVOR BENEFIT PLAN ELECTION COVERAGE The coverage chosen by a service member to receive the SBP annuity upon becoming eligible for the survivor benefit plan.</p>
SUR_BEN_ELEC_STAT	<p>SURVIVOR BENEFIT PLAN ELECTION STATUS Status of the SBP election process.</p>
DATE_SBP_ELECT_STAT	<p>DATE OF SURVIVOR BENEFIT PLAN ELECTION STATUS The date an individual signs the Survivor Benefit Plan Election Certificate.</p>
TOT_YR_SAT_SVC_RT	<p>TOTAL YEARS SATISFACTORY FEDERAL SERVICE FOR RETIREMENT The number of years of satisfactory Federal service creditable toward Reserve retirement.</p>
TWENTY_YR_CERT_STAT	<p>TWENTY YEAR CERTIFICATE STATUS Indicates that an individual was or was not issued notification of eligibility for retired pay upon completion of all requirements of Title 10 USC 1331 (D) and DOD Directive 1200.15.</p>
TRANS_MNEMONIC_GAIN	<p>TRANSACTION MNEMONIC GAIN The first element of the Gain Processing Identity data chain.</p>
DATE_TRANS_PROC_GAIN	<p>DATE OF TRANSACTION PROCUREMENT GAIN The second element of the Gain Processing Identity data chain.</p>
ASG_LOSS_RSN_GAIN	<p>ASSIGNMENT/LOSS REASON GAIN The third element of the Gain Processing Identity data chain.</p>
TRANS_MNEMONIC_IADT	<p>TRANSACTION MNEMONIC INITIAL ACTIVE DUTY The first element of the Initial Active Duty Training Processing Identity data chain.</p>
DATE_TRANS_PROC_IADT	<p>DATE OF TRANSACTION PROCESSING INITIAL ACTIVE DUTY The second element of the Initial Active Duty Training Processing Identity data chain</p>
TNG_STAT_IADT	<p>TRAINING STATUS INITIAL ACTIVE DUTY The third element of the Initial Active Duty Training Processing Identity data chain.</p>
TRANS_MNEMONIC_PROM	<p>TRANSACTION MNEMONIC PROMOTION The first element of the Promotion Processing Identity data chain.</p>

Field/Button	Description
DATE_TRANS_PROC_PROM	DATE OF TRANSACTION PROCUREMENT INITIAL ACTIVE DUTY The second element of the Promotion Processing Identity data chain.
TRANS_MNEMONIC_ING	TRANSACTION MNEMONIC INACTIVE NATIONAL GUARD The first element of the Inactive National Guard Processing Identity data chain.
DATE_TRANS_PROC_INC	DATE OF TRANSACTION PROCUREMENT INACTIVE NATIONAL GUARD The second element of the Inactive National Guard Processing Identity data chain.
ASG_LOSS_RSN_ING	ASSIGNMENT/LOSS REASON INACTIVE NATIONAL GUARD The third element of the Inactive National Guard Processing Identity data chain.
EXPN_DATE_ING	EXPIRATION DATE INACTIVE NATIONAL GUARD The date a service member's period of service in the Inactive National Guard terminates. Enter as the date (YYYYMMDD)
TRANS_MNEMONIC_LOSS	TRANSACTION MNEMONIC LOSS The first element of the Loss Processing Identity data chain.
DATE_TRANS_PROC_LOSS	DATE OF TRANSACTION PROCUREMENT LOSS The second element of the Loss Processing Identity data chain.
ASG_LOSS_RSN_LOSS	ASSIGNMENT LOSS REASON LOSS The third element of the Loss Processing Identity data chain.
CHAR_SEP	CHARACTER OF SEPARATION Descriptive evaluations of an Armed Forces member's conduct and performance of duties during a specified period of military service.
ASG_LOSS_RSN_SEP	ASSIGNMENT/LOSS REASON SEPARATION The type of assignment reason for gains, or reason for reassignment, separation, or discharge. Used upon gain or loss to current state.

4.6.6 NAME QUERY (Page 6) Screen

To access the NAME QUERY (Page 6) screen (Figure 4-130) from the **SIDPERS Main** screen, select the **Queries** menu, **Query Form**, and **PAGE6** tab on the screen.

Figure 4-130. NAME QUERY (Page 6) Screen

Table 4-130 describes the fields on the screen.

Table 4-130. NAME QUERY (Page 6) Screen Description

Field/Button	Description
MGIB_ELIG_STAT_RC	MONTGOMERY G.I. BILL ELIGIBILITY STATUS – RESERVE COMPONENT The Selected Reservist’s qualification indicator for benefits under the Montgomery G.I. Bill (Title 10, USC, Chapter 106).
MGIB_RECOUP_STAT_RC	MONTGOMERY G.I. BILL BENEFIT RECOUPMENT STATUS – RESERVE COMPONENT The Selected Reservist’s recovery status of benefits paid at the termination of eligibility for Montgomery G.I. Bill (Title 10, USC, Chapter 106).

Field/Button	Description
MGIB_ELIG_START_DATE_RC	<p>MONTGOMERY G.I. BILL ELIGIBILITY START DATE – RESERVE COMPONENT</p> <p>The date which marks the beginning of the time period during which a Selected Reservist is eligible for benefits under the Montgomery G.I. Bill. This date also establishes the ten year eligibility window.</p> <p>Enter as YYYYMMDD.</p>
MGIB_ELIG_STOP_DATE_RC	<p>MONTGOMERY G.I. BILL ELIGIBILITY STOP DATE – RESERVE COMPONENT</p> <p>The date which marks the end of the time period during which a Selected Reservist was eligible for benefits under the Montgomery G.I. Bill</p> <p>Entered as YYYYMMDD.</p>
MO_OBLIG_SVC_REMAIN_RC	<p>MONTHS OF OBLIGATED SERVICE REMAINING – RESERVE COMPONENT</p> <p>The number of months of obligated service that a Selected Reservist has remaining at the termination of eligibility for the Montgomery G.I. Bill (Title 10, USC, Chapter 106) benefits.</p>
DATE_EXEC_6YR_OBLIG_RC	<p>DATE OF EXECUTION OF A 6 YEAR SERVICE OBLIGATION – RESERVE COMPONENT</p> <p>The date (YYYYMMDD) when an individual agrees to serve for a period of not less than six years in the Selected Reserve, in addition to any other period of obligated service, to qualify for Montgomery G.I. Bill benefits.</p>
MGIB_ENRL_STAT_AD	<p>MONTGOMERY G.I. BILL ENROLLMENT STATUS – ACTIVE DUTY</p> <p>Indicates whether or not the service member has enrolled in the Active Duty Montgomery G.I. Bill.</p>
DATE_DECLR_MGIB_ENTRL_AD	<p>DATE DECLARE MONTGOMERY G.I. BILL ENTITLEMENT – ACTIVE DUTY</p> <p>The date a service member accepts entitlements under the Active Duty Montgomery G.I. Bill.</p> <p>Enter as YYYYMMDD.</p>

Field/Button	Description
ACF_MGIB_INCR_BAS_BEN_AD	<p>ARMY COLLEGE FUND – MONTGOMERY G.I. BILL INCREASE OF BASIC BENEFIT – ACTIVE DUTY</p> <p>The dollar amount that a qualified candidate is entitled to receive over and above the basic amount received under the Active Duty Montgomery G.I. Bill.</p>
MGIB_MON_SPL_ALLOW_AMT_AD	<p>MONTGOMERY G.I. BILL MONTHLY SUPPLEMENTAL ALLOWANCE – ACTIVE DUTY</p> <p>The dollar amount of monthly supplemental benefits a member is entitled to under the Active Duty Montgomery G.I. Bill.</p>
BAQ_DEP_TYPE	<p>BAQ DEPENDENT TYPE</p> <p>Enter member's dependent type for which Basic Allowance for Quarters is provided.</p> <p>Example: A (Spouse)</p>
BAQ_DOB_PD	<p>BAQ DATE OF BIRTH OF PRIMARY DEPENDENT</p> <p>Enter date (YYYYMMDD) of birth of youngest child. Entry is required if BAQ dependent type is other than A, B, I, O, or W.</p>
BAQ_STAT	<p>BAQ STATUS</p> <p>Enter member's BAQ eligibility status.</p> <p>Example: 0 (No dependents)</p>
BAQ_EFF_DATE	<p>BAQ EFFECTIVE DATE</p> <p>This field identifies the date (YYYYMMDD) BAQ status was certified. Entry is required if other than zero.</p>
APFT_RESULT	<p>ARMY PHYSICAL FITNESS TEST RESULTS</p> <p>The category into which an individual is placed in relation to completion of the Army Physical Fitness Test.</p>
APFT_SCORE	<p>ARMY PHYSICAL FITNESS TEST SCORE</p> <p>The composite score attained by the examinee on the Army Physical Fitness Test.</p>

Field/Button	Description
YYYYMM_APFT_ADMIN	<p>YEAR-MONTH ARMY PHYSICAL FITNESS TEST ADMINISTERED</p> <p>The year and month an individual most recently took the Army Physical Fitness Test. Entered as YYYYMM.</p>
PREV_APFT_RESULT	<p>PREVIOUS ARMY PHYSICAL FITNESS TEST RESULTS</p> <p>The previous category into which an individual was placed in relation to completion of the APFT.</p>
PREV_APFT_SCORE	<p>PREVIOUS ARMY PHYSICAL FITNESS TEST SCORE</p> <p>The previous composite score attained by the examinee on the Army Physical Fitness Test.</p>
YYYYMM_PREV_APFT_ADMIN	<p>YEAR-MONTH PREVIOUS ARMY PHYSICAL FITNESS TEST ADMINISTERED</p> <p>The year and month the individual previously took the Army Physical Fitness Test. Entered as YYYYMM.</p>
RSN_INELIG_APFT	<p>REASON FOR INELIGIBILITY FOR ARMY PHYSICAL FITNESS TESTING</p> <p>The basis for an individual not being administered the Army Physical Fitness Test.</p>
MGIB_KCK_INC_BASIC	<p>MONTGOMERY G.I. BILL KICKER INCREASE BASIS</p> <p>Increase basis for the Montgomery GI Bill.</p>
MGIB_KCK_INC_RT	<p>MONTGOMERY G.I. BILL KICKER INCREASE RT</p> <p>Increase received for the Montgomery GI Bill.</p> <p>Example: RA \$100 per month</p>
MGIB_KCK_INC_ELIG_STAT	<p>MONTGOMERY G.I. BILL KICKER INCREASE ELIGIBILITY STATUS: STATUS OF ELIGIBILITY FOR INCREASE FOR THE MONTGOMERY GI BILL</p> <p>Example: AA</p> <p>No Entitlement: Soldier separates from the ARNG prior to becoming eligible for Montgomery G.I. Bill (MGIB) Kicker benefits.</p>

Field/Button	Description
MGIB_KCK_ELIG_DT	MONTGOMERY G.I. BILL KICKER ELIGIBILITY DT Date of eligibility for the Montgomery GI Bill. Entered as YYYYMMDD.
MGIB_KCK_ELG_STA_EFF_DT	MONTGOMERY G.I. BILL KICKER ELIGIBILITY STATUS EFFECTIVE DATE
MGIB_KCK_OBG_SVC_BGN_DT	MONTGOMERY G.I. BILL KICKER OBG SVC BGN DT Beginning date (YYYYMMDD) of service.

4.6.7 NAME QUERY (Page 7) Screen

To access the NAME QUERY (Page 7) screen (Figure 4-131) from the **SIDPERS Main** screen select the **Queries** menu, **Query Form**, and **PAGE7** tab on the screen.

Figure 4-131. NAME QUERY Screen (Page 7)

Table 4-131 describes the fields on the screen.

Table 4-131. NAME QUERY Screen (Page 7) Description

Field/Button	Description
PSINVES_RQRD	PERSONNEL SECURITY INVESTIGATION REQUIRED The type of Personnel Security Investigation, which is needed for a specific duty position
PSINVES_INIT	PERSONNEL SECURITY INVESTIGATION INITIATED The type of personnel security investigation initiated on an individual.
DATE_PSINVES_INIT	DATE OF PERSONNEL SECURITY INVESTIGATION INITIATED
PSINVES_COMPL	PERSONNEL SECURITY INVESTIGATION COMPLETED The type of personnel security investigation, which was finalized for an individual
DATE_PSINVES_COMPL	DATE OF PERSONNEL SECURITY INVESTIGATION COMPLETED
SEC_NONDIS_AGREE_PROC_CD	SECURITY NON-DISCLOSURE AGREEMENT PROCESSED Indicates that the initial security briefing and SF-312 has been executed by a properly cleared soldier who has been granted access to classified information.

4.6.8 NAME QUERY (Page 8) Screen

To access the NAME QUERY (Page 8) screen (Figure 4-131) from the **SIDPERS Main** screen select the **Queries** menu, **Query Form**, and **PAGE8** tab on the screen.

Figure 4-132. NAME QUERY Screen (Page 8)

Table 4-131 describes the fields on the screen.

Table 4-132. NAME QUERY Screen (Page 8) Description

Field/Button	Description
ETS_DATE	EXPIRATION TERM OF SERVICE DATE The expiration term of service date for the latest period of service the individual incurred through statutory or contractual provisions. Entered as YYYYMMDD.
SRC_ORIG_ENLSTMT_INDCTN	SOURCE OF ORIGINAL ENLISTMENT/INDUCTION The source of an individual's initial (first) enlistment/induction into any branch of the armed forces.
ENLSTMT_OPT_PD	ENLISTMENT OPTION PERIOD The period of service the service member has chosen to serve in the Selected Reserve and in the Inactive Reserve.

Field/Button	Description
TERM_ENL_RES	<p>TERM OF ENLISTMENT RESERVE</p> <p>The number of months of a service member's current enlistment, including all extensions.</p>
NBR_EXT_ENL	<p>NUMBER OF EXTENSIONS OF ENLISTMENT</p> <p>The number of extensions associated with an individual's current enlistment.</p>
CUM_MOS_EXT	<p>CUMULATIVE MONTHS OF EXTENSION</p> <p>The total number of months of all extensions beyond expiration of the most recent period of enlistment shown on DD Form 4. Legal range of values is 000 – 438.</p>
MO_CURR_EXT	<p>MONTHS OF CURRENT EXTENSION</p> <p>Depicts the number of months associated with the current extension of a service member's current period of enlistment.</p>
TRANS_MNEMONIC_EXT	<p>TRANSACTION MNEMONIC EXTENSION</p> <p>The first element of the Extension Processing Identity data chain.</p>
DATE_TRANS_PROC_EXT	<p>Date of Transaction Procurement Extension</p> <p>The second element of the Extension Processing Identity data chain.</p>
DATE_CURR_SVC_AGREE	<p>DATE OF CURRENT SERVICE AGREEMENT</p> <p>The date that established the beginning of a service member's current service agreement, to include enlistment, extension, or reenlistment.</p> <p>Entered as YYYYMMDD.</p>
TRANS_MNEMONIC_REENL	<p>TRANSACTION MNEMONIC REENLISTMENT</p> <p>The first element of the Reenlistment Processing Identity data chain.</p>
DATE_TRANS_PROC_REENL	<p>DATE OF TRANSACTION PROCUREMENT REENLISTMENT</p> <p>The second element of the Reenlistment Processing Identity data chain.</p>
ASG_LOSS_RSN_REENL	<p>ASSIGNMENT LOSS/REASON REENLISTMENT</p> <p>The third element of the Reenlistment Processing Identity data chain.</p>
ENLSTMT_WVR_COND_1	<p>ENLISTMENT WAIVER CONDITION – 1</p> <p>Designation of the specific conditions set aside to permit an otherwise prohibited enlistment into military service.</p>

Field/Button	Description
ENLSTMT_WVR_COND_2	ENLISTMENT WAIVER CONDITION – 2 The next designation of the specific conditions set aside to permit an otherwise prohibited enlistment into military service.
ENLSTMT_WVR_COND_3	ENLISTMENT WAIVER CONDITION – 3 The next designation of the specific conditions set aside to permit an otherwise prohibited enlistment into military service.
PMOSD_ENLD	PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED The Military Occupational Specialty Designator of an enlisted member which is of first significance to the Army in terms of training, experience, demonstrated qualifications, and Army needs.
ASI_PMOSD_ENLD	ADDITIONAL SKILL IDENTIFIER – PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED The identification of the specialized skill which is directly related to the enlisted Primary Military Occupational Specialty.
PMOSD_ENLD_BASIC_ACQ	PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED BASIS FOR ACQUIRING The basis on which a service member acquires a Primary Military Occupational Specialty Designator – Enlisted.
SMOSD_ENLD	SECONDARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED Identifies a Military Occupational Specialty Designator of a service member which is next in significance to the Primary Military Occupational Specialty Designator – Enlisted.

4.6.9 NAME QUERY (Page 9) Screen

To access the NAME QUERY (Page 9) screen (Figure 4-133) from the **SIDPERS Main** screen select the **Queries** menu, **Query Form**, and **PAGE9** tab on the screen.

Figure 4-133. NAME QUERY Screen (Page 9)

Table 4-133 describes the fields on the screen.

Table 4-133. NAME QUERY Screen (Page 9) Description

Field/Button	Description
ASI_SMO5D_ENLD	<p>ADDITIONAL SKILL IDENTIFIER – SECONDARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED</p> <p>The identification of the specialized skill which is directly related to an enlisted member’s Secondary Military Occupational Specialty.</p>
AMOSD_ENLD	<p>ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED</p> <p>Designates Military Occupational Specialty skills in addition to the Primary and Secondary Military Occupational Specialty Designators, in which an enlisted member is qualified to perform all duties associated with an MOS as the result of expertise gained through formal training or experience.</p>

Field/Button	Description
ASI_AMOSD_ENLD	<p>ADDITIONAL SKILL IDENTIFIER – ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – ENLISTED</p> <p>Identifies specialized skills, which are directly related to an enlisted member’s Additional Military Occupational Specialty.</p>
AFQT_PCTL	<p>ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE</p> <p>The percentile score attained by an examinee on the Armed Forces Qualification Test. If an AFQT score is not available, it is entered as 000 (may not be blank).</p>
AFQT_SCORE_GPS	<p>ARMED FORCES QUALIFICATION TEST SCORE GROUPS</p> <p>Aggregations of percentile test scores attained by service members on the Armed Forces Qualification Test.</p>
NCO_EDUC	<p>NCO EDUCATION</p> <p>Identifies the highest level of professional military education an enlisted service member has completed.</p>
NCO_EDUC_ENRLD	<p>NCO EDUCATION ENROLLED</p> <p>The level of non-commissioned officer professional education in which the service member is currently enrolled</p>
DATE_NCOES_COMPL	<p>YEAR-MONTH-DAY NCOES COMPLETED</p> <p>The official date a soldier completed his/her last NCOES course.</p> <p>Example: 20070502 (2007 May 2)</p>
DATE_NCOES_ENRLD	<p>YEAR-MONTH-DAY NCOES ENROLLED</p> <p>Enter effective date (YYYYMMDD).</p>
NCOES_HOW_ACQD_CD	<p>NCOES HOW ACQUIRED CODE</p> <p>Enter appropriate code.</p>
ENLSTMT_REENL_BONUS_ENTL	<p>ENLISTMENT/REENLISTMENT BONUS – RESERVE – ENTITLEMENT</p> <p>Identifies the type of incentive program to which a service member is entitled to for the current period of enlistment, reenlistment, or extension.</p>
ENLSTMT_REENL_BONUS_AUTH	<p>ENLISTMENT/REENLISTMENT BONUS – RESERVE – ENTITLEMENT AUTHORIZATION</p> <p>Identifies the individual’s current status in the Student Loan Repayment Program (SLRP).</p>

Field/Button	Description
DATE_ENLSTMT_REENL_BONUS	<p>DATE OF ENLISTMENT/REENLISTMENT BONUS – RESERVE</p> <p>The date of entitlement to enlistment, reenlistment, or extension for all personnel certified as eligible for appropriate bonus. Entered as YYYYMMDD.</p>
ENLSTMT_REENL_BONUS_MOS	<p>ENLISTMENT/REENLISTMENT BONUS MILITARY OCCUPATIONAL SPECIALTY</p> <p>Identifies the Military Occupational Specialty for which an individual receives a bonus.</p>
NBR_ENLSTMT_REENL_BONUS	<p>NUMBER OF ENLISTMENT/REENLISTMENT BONUS PAYMENTS (1AN)</p> <p>Indicates the number of bonus payments made to a service member after the initial payment.</p>
PRO_PAY_STAT	<p>PROFICIENCY PAY STATUS (1AN)</p> <p>The determination/entitlement for a monetary incentive based on a 30-day month. Paid to enlisted personnel who qualify for and serve in a designated Special Duty Assignment Pay category.</p>
PRO_PAY_DATE	<p>PROFICIENCY PAY DATE (8N)</p> <p>The date a service member is entitled to receive proficiency pay indicated in the Packets per Second (PPS) field. Enter as YYYYMMDD.</p>
PROJ_UPC	<p>PROJECTED UNIT PROCESSING CODE</p> <p>Identifies an individual's projected unit of assignment. UPC is the UIC minus the W.</p> <p>Example: PFBAW (WPFBAW)</p> <p>NOTE: Do not use the letters <i>I</i> and <i>O</i> in the first two or the fifth positions of UPC. Do not use the letter <i>Z</i> in the first position.</p>

Field/Button	Description
PROJ_AUTH_LINE_DSG	<p>PROJECTED AUTHORIZED LINE DESIGNATOR</p> <p>Enter the MTOE/TDA line number to which an individual is projected to be assigned; as noted on NGB Form 62, for Officer Appointment, in the first two positions. If designator contains a suffix, place in the third position; otherwise, the third position is left blank.</p> <p>Example: 05_ (Without a suffix, the third position is left blank.) 05A (With a suffix, the suffix is placed in the third position.)</p> <p>NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>
PROJ_AUTH_PARA_DSG	<p>PROJECTED AUTHORIZED PARAGRAPH DESIGNATOR</p> <p>Enter the paragraph number to which an individual is projected to being assigned (as noted on NGB Form 62, for Officer Appointments) in the first three positions. If designator contains a suffix, place in the fourth position; otherwise, the fourth position is left blank.</p> <p>Example: 200_ (Without a suffix, the fourth position is left blank.) 200A (With a suffix, the suffix is placed in the fourth position.)</p> <p>NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>
PROJ_DUTY_POSITION	<p>Enter the applicable code for each personnel record. The first five positions of this field represent the DSSI and DSS Officer, the sixth and seventh positions indicate the First Duty ASI, and the eighth and ninth positions indicate Duty LIC.</p> <p>NOTE: If a personnel detail line requires a First and Second Duty ASI and an LIC, the LIC has priority over the Second Duty ASI.</p> <p>Example: 12A0P3AGM (Duty Position Commissioned Officer; 12A0P = DSSI and DSS; 3A = ASI; GM = LIC)</p>
PROJ_ENLSTMT_REEL_BONUS_ENTL:	<p>PROJECTED ENLISTMENT/REENLISTMENT BONUS RESERVE ENTITLEMENT (1A)</p> <p>Enter code reflecting if an individual is or is not entitled to an enlistment bonus, and the type.</p> <p>Example: B (Educational Assistance Bonus)</p>

Field/Button	Description
PROJ_ENLSTMT_REENL_BONUS_AUTH	<p>PROJECTED ENLISTMENT/REENLISTMENT BONUS RESERVE ENTITLEMENT AUTHORIZATION</p> <p>Used to indicate authorization of student loan repayment program.</p> <p>Example: T (Enlists, reenlists, or extends with Student Loan Repayment Program)</p> <p>NOTE: Input of this data element generates Current/Incentive Termination Status.</p>
PROJ_ENLSTMT_REENL_BONUS_MOS	<p>PROJECTED ENLISTMENT/REENLISTMENT BONUS RESERVE MILITARY OCCUPATIONAL SPECIALTY ENLISTED</p> <p>Identifies the Military Occupational Specialty (MOS) for which an individual receives a bonus. Enter the MOS that establishes eligibility. Applies to critical skills only. If none, leave blank.</p> <p>Example: 94E</p>
PROJ_DATE_ENLSTMT_REENL_BONUS	<p>PROJECTED DATE OF ENLISTMENT/REENLISTMENT BONUS RESERVE</p> <p>Enter the effective date (YYYYMMDD) of the Enlistment Bonus entitlement. This is the date the individual is enrolled in a bonus program.</p> <p>Example: 20070101 (1 January 2007)</p>

4.6.10 NAME QUERY (Page 10) Screen

To access the NAME QUERY (Page 10) screen (Figure 4-134) from the SIDPERS Main screen select the Queries menu, Query Form, and PAGE10 tab on the screen.

Figure 4-134. NAME QUERY Screen (Page 10)

Table 4-134 describes the fields on the screen.

Table 4-134. NAME QUERY Screen Description (Page 10) Description

Field/Button	Description
SCR_CMSN_WRNT	SOURCE COMMISSION/WARRANT Identifies the original source of an officer's commission/warrant appointment.
MAND_REM_RSN	MANDATORY REMOVAL REASON Identifies the condition under which a service member is being retained past date of mandatory removal.
DATE_MAND_RAM	DATE OF MANDATORY REMOVAL (8N) The date when an individual must be removed from an active status. Entered as YYYYMMDD.

Field/Button	Description
DATE_PROJ_PROM_ELIG	DATE OF PROJECTED PROMOTION ELIGIBILITY (8N) The date an officer/warrant officer becomes eligible for consideration for promotion to the next higher grade. Entered as YYYYMMDD.
APT_WVR_COND_1	APPOINTMENT WAIVER CONDITION – 1 (2AN) Identifies circumstance or condition the Government has elected to waive to allow a service member to be commissioned or appointed.
APT_WVR_COND_2	APPOINTMENT WAIVER CONDITION – 2 (2AN) Identifies the next circumstance or condition the Government has elected to waive to allow a service member to be commissioned or appointed.
APT_WVR_COND_3	APPOINTMENT WAIVER CONDITION – 3 (2AN) Identifies the next circumstance or condition the Government has elected to waive to allow a service member to be commissioned or appointed.
APT_WVR_COND_4	APPOINTMENT WAIVER CONDITION – 4 (2AN) Identifies the next circumstance or condition the Government has elected to waive to allow a service member to be commissioned or appointed.
CMSND_WO_SVC_DATE	COMMISSIONED/WARRANT OFFICER SERVICE DATE Date (YYYYMMDD) when an individual’s initial or constructive commissioned/warrant officer service began. Date reflects the earliest of the following conditions: (1) date based on constructive service credit award for civilian education and experience, (2) date of initial appointment, or (3) adjusted date based upon breaks in commissioned/warrant officer service.
AVN_SVC_ENTRY_DATE	AVIATION SERVICE ENTRY DATE Date used to determine aviation career incentive pay entitlement amount. The initial date a commissioned officer was placed in flying status as a student officer at the flight training facility, or the date of appointment as a warrant officer upon completion of flight training. If the individual was a warrant officer upon entry into flight school, the date is computed in the same manner as for a commissioned officer. Once established, time credited toward aviation service runs without interruption (AR 600 105). Entered as YYYYMMDD.

Field/Button	Description
CMD_STA	<p>COMMAND STATUS An indication of the status of a service member relative to assignment as commander of a unit. Identifies those officers and warrant officers who have been assigned command of an Army National Guard unit.</p>
HI_MIL_COL_CR_COMPL	<p>HIGHEST MILITARY COLLEGE/COURSE COMPLETED Indicates the highest military college or course an officer has completed.</p>
BR_SCH_ENRLD	<p>BRANCH SCHOOL ENROLLED (2A) The branch of the Army school in which a commissioned/warrant officer is currently enrolled.</p>
BR_SCH_COMPL	<p>BRANCH SCHOOL COMPLETED The branch of the Army school which a commissioned officer/warrant officer has completed</p>
CRS_LEVEL_ENRLD	<p>COURSE LEVEL ENROLLED (2AN) Identifies the level of military education that an individual is presently enrolled.</p>
PMOSD_WO	<p>PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER (5AN) The military occupational specialty designator of a warrant officer which is of first significance to the Army in terms of training, experience, demonstrated qualifications, and Army needs.</p>
ASI_PMOSD_WO	<p>ADDITIONAL SKILL IDENTIFIER – PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER (2AN) The identification of the specialized skill or equipment which is directly related to the warrant officer's Primary Military Occupational Specialty</p>
AMOSD_WO	<p>ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER (5AN) Designate military occupational specialty skills in addition to the Primary Military Occupational Specialty Designator Code in which a warrant officer is qualified to perform all duties associated with the MOS as a result of expertise gained through formal training or experience.</p>

Field/Button	Description
ASI_AMOSD_WO	ADDITIONAL SKILL IDENTIFIER – ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR – WARRANT OFFICER (2AN) Identification of the specialized skill or equipment which is directly related to the warrant officer’s Additional Military Occupational Specialty
TFOS_DATE_WO	TOTAL FEDERAL OFFICER SERVICE DATE (8N) A date established using the total of all periods of commissioned/warrant officer service, Active Duty and Reserve, creditable for basic pay. The date determines incentive pay rate for aviators. Entered as YYYYMMDD.

4.6.11 NAME QUERY (Page 11) Screen

To access the NAME QUERY (Page 11) screen (Figure 4-135) from the **SIDPERS Main** screen select the **Queries** menu, **Query Form**, and **PAGE11** tab on the screen.

Figure 4-135. NAME QUERY Screen (Page 11)

Table 4-135 describes the fields on the screen.

Table 4-135. NAME QUERY Screen (Page 11) Description

Field/Button	Description
PROM_CONS_CODE	PROMOTION CONSIDERATION CODE A code that denotes the present promotion status of a Reserve commissioned officer
DATE_PROM_CONS_CODE	DATE OF PROMOTION CONSIDERATION The date (YYYYMMDD) when a commissioned officer most recent promotion consideration status became effective
SRC_CMSN_WRNT	SOURCE OF COMMISSION/WARRANT Identifies the original source of an officer's commission/warrant appointment.
MAND_REM_RSN	MANDATORY REMOVAL REASON Identifies the condition under which a service member is being retained past MRD.
DATE_MAND_REM	DATE OF MANDATORY REMOVAL The date when an individual must be removed from an Active Duty status. (Enter as YYYYMMDD.)
DATE_PROJ_PROM_ELIG	DATE OF PROJECTED PROMOTION ELIGIBILITY Date that an officer/warrant officer becomes eligible for consideration before the mandatory ROPA Board for promotion to the next higher grade. (Enter as YYYYMMDD.)
APT_WVR_COND_1	APPOINTMENT WAIVER CONDITION – 1 Identifies circumstance or condition the government has elected to waive to allow a service member to be appointed or commissioned.
APT_WVR_COND_2	APPOINTMENT WAIVER CONDITION – 2 Identifies the next circumstance or condition the government has elected to waive to allow a service member to be appointed or commissioned.
APT_WVR_COND_3	APPOINTMENT WAIVER CONDITION – 3 Identifies the next circumstance or condition the government has elected to waive to allow a service member to be appointed or commissioned.
APT_WVR_COND_4	APPOINTMENT WAIVER CONDITION – 4 Identifies the next circumstance or condition the government has elected to waive to allow a service member to be appointed or commissioned.

Field/Button	Description
CMSND_WO_SVC_DATE	<p>COMMISSION/WARRANT OFFICER SERVICE DATE The date adjusted to exclude enlisted service and breaks in service that established the beginning of continuous commissioned and warrant officer service, active and inactive, creditable for basic pay. Entered as YYYYMMDD.</p>
AVN_SVC_ENTRY_DATE	<p>AVIATION SERVICE ENTRY DATE The initial date a commissioned officer was placed on flying status as a student officer at the flight training facility, or the date of appointment as a warrant officer upon completion of flight training. (Enter as YYYYMMDD.)</p>
CMD_STAT	<p>COMMAND STATUS An indication of the status of a service member relative to assignment as commander of a unit. Identifies those officers and warrant officers who have been assigned command of an Army National Guard unit.</p>
HI_MIL_COL_CR_COMPL	<p>HIGHEST MILITARY COLLEGE/COURSE COMPLETED Indicates the highest military college or course an officer has completed.</p>
BR_SCH_ENRLD	<p>BRANCH SCHOOL ENROLLED The branch of the Army school in which a commissioned officer/warrant officer is currently enrolled</p>
BR_SCH_COMPL	<p>BRANCH SCHOOL COMPLETED The branch of the Army school which a commissioned officer/warrant officer has completed</p>
CRS_LEVEL_ENRLD	<p>COURSE LEVEL ENROLLED Identifies the level of military education that an individual is presently enrolled.</p>
BASIC_BR	<p>BASIC BRANCH The branch of the Army in which an officer is commissioned or to which subsequently transferred or appointed</p>
DTL_BR	<p>DETAIL BRANCH The branch of the Army in which an officer is detailed. Used to record the branch of the Army to which a commissioned/warrant officer is detailed when other than basic branch.</p>
ASI_PSSI	<p>ADDITIONAL SKILL IDENTIFIER – PRIMARY SPECIALTY SKILL IDENTIFIER The Additional Skill Identifier, which is directly related to the commissioned officer’s Primary Specialty Skill Identifier</p>

Field/Button	Description
ASI_SSSI	<p>ADDITIONAL SKILL IDENTIFIER – SECONDARY SPECIALTY SKILL IDENTIFIER The Additional Skill Identifier, which is directly related to the commissioned officer’s Secondary Specialty Skill Identifier</p>
ASI_ASSI	<p>ADDITIONAL SKILL IDENTIFIER – ADDITIONAL SPECIALTY SKILL IDENTIFIER The Additional Skill Identifier, which is directly related to the commissioned officer’s Additional Specialty Skill Identifier</p>
PSSI	<p>PRIMARY SPECIALTY SKILL IDENTIFIER The Specialty Skill Identifier of a commissioned officer, which is of first significance to the Army in terms of training, experience, demonstrated qualifications, and Army needs</p>
SSSI	<p>SECONDARY SPECIALTY SKILL IDENTIFIER The Specialty Skill Identifier of a commissioned officer which is next in significance to the Primary Specialty Skill Identifier</p>
ASSI	<p>ADDITIONAL SPECIALTY SKILL IDENTIFIER The Specialty Skill Identifier of a commissioned officer which is next in significance to the Secondary Specialty Skill Identifier</p>
DSG_CON_SP	<p>DESIGNATED CONTROL SPECIALTY The organization within a career division responsible for effecting professional development and other personnel actions for the commissioned officer</p>
TFOS_DATE_CO	<p>TOTAL FEDERAL OFFICER SERVICE DATE A date established using the total of all periods of commissioned/warrant officer service, active and reserve, creditable for basic pay. The date determines pay rate for aviators. (Enter as YYYYMMDD.)</p>
PROF_MIL_EDU	<p>PROFESSIONAL MILITARY EDUCATION The highest level of military education completed by an officer in residency, seminar, or correspondence</p>

4.6.12 LSDB QUERY Screen

A **LSDB QUERY** screen allows users without permission to modify to view an individual's LSDB and Awards information. The tabs, data and fields order are the same as on a regular LSDB Screen.

To access the **LSDB QUERY** screen (Figure 4-138) from the **SIDPERS Main** screen select the **Queries** menu, then **LSDB Query**.

LANGUAGE PROFICIENCY			
	FIRST	SECOND	THIRD
DLAB-SCORE	142		
YRMO-DLAB-TST	201008		
LANG-IDENT	AJ	AA	
LANG-PROF-SRC-PRIM	B	B	
LANG-PROF-SRC-SECD	B	B	
LANG-LISTEN-EVAL-METHD	1	1	
LANG-LISTEN-PROF-LVL	26	00	
LANG-LISTEN-PROF-SCORE	45	45	
LANG-LISTEN-PROF-SCORE-TYPE	C	C	
LANG-READ-EVAL-METHD			
LANG-READ-PROF-LVL			
LANG-READ-PROF-SCORE			
LANG-READ-PROF-SCORE-TYPE			
LANG-SPEAK-EVAL-METHD			
LANG-SPEAK-PROF-LVL			
LANG-SPEAK-PROF-SCORE			
YR-MO-PROF-TEST-LANG	201004	201005	

Figure 4-136. LSDB QUERY Screen

4.6.13 ASTE QUERY Screen

The **AUTHORIZED STRENGTH SINGLE CHANGE (ASTE)** Query Screen allows the user without permission to modify the organizational data to view the **SIDPERS Authorized Strength File (SASF)**.

To access the **ASTE QUERY** screen (Figure 4-137) from the **SIDPERS Main** screen select the **Queries** menu, then **ASTE Query**.

The user can query all data or select data by clicking the **Enter Query** button, entering the desired query criteria in the appropriate field (for example, **UPC** to get only one unit's data), then clicking **Execute Query** button.

When the ASTE Query screen first displays, the screen allows users to view only half of the available fields. To view the hidden fields located on the right side, use the scroll bar located at the bottom of the screen (Figure 4-136).

UPC	Auth Para	Auth Line	Document Nbr	Eff Date	Grade	POSC	ASI	Lang Ident	Paragraph Title	Auth Doc Posn Title
77727	027	01	NGW777AA	20080930	O4	43A00		YY	RCTG & RET DIVISION	O & T OFF
77727	027	02	NGW777AA	20080930	W1	420A0		YY	RCTG & RET DIVISION	WO STR MGR
77727	027	10	NGW777AA	20031201	O5	43A00		YY	RCTG & RET DIVISION	REC & RET MGR
77727	027	11	NGW777AA	20061201	E7	79T40		YY	RCTG & RET DIVISION	OPN NCO
77727	027	13	NGW777AA	20031201	E7	79T40		YY	RCTG & RET DIVISION	AUT NCO
77727	027	14	NGW777AA	20031201	E7	92Y40		YY	RCTG & RET DIVISION	SUPPLY NCO
77727	027	15	NGW777AA	20031201	E7	42A40		YY	RCTG & RET DIVISION	ADM NCO
77727	027	20	NGW777AA	20031201	O4	43A00		YY	RCTG & RET DIVISION	O & T OFF
77727	027	21	NGW777AA	20031201	E8	79T50		YY	RCTG & RET DIVISION	O&T MKT NCO
77727	027	22	NGW777AA	20031201	E8	79T50		YY	RCTG & RET DIVISION	O & T MEP GC
77727	027	23	NGW777AA	20031201	E7	79T40		YY	RCTG & RET DIVISION	O & T MKT NCO
77727	027	24	NGW777AA	20031201	E7	79T40		YY	RCTG & RET DIVISION	O & T MEPS GC
77727	027	25	NGW777AA	20031201	E7	79T40		YY	RCTG & RET DIVISION	O & T ISR COORD
77727	027	26	NGW777AA	20031201	E6	42S30		YY	RCTG & RET DIVISION	O & T ADMIN NCO
77727	027	30	NGW777AA	20031201	E9	79T50		YY	RCTG & RET DIVISION	REC & RET SGM
77727	027	31	NGW777AA	20031201	E8	79T50		YY	RCTG & RET DIVISION	AREA NCO
77727	027	32	NGW777AA	20031201	E7	79T40		YY	RCTG & RET DIVISION	REC & RET NCO
77727	027	40	NGW777AA	20031201	W1	420A0		YY	RCTG & RET DIVISION	WO STR MGR
77727	027	41	NGW777AA	20031201	E7	79T40		YY	RCTG & RET DIVISION	AMEDD TECH
77727	027	50	NGW777AA	20031201	O4	01A00		YY	RCTG & RET DIVISION	OFF STR MGR
77727	027	98	NGW777AA	20031201	O3	43A00		YY	RCTG & RET DIVISION	REC & RET SPEC
77727	999Z	03	NGW777AA	20060727	E4	00F10		YY	EXCESS SECTION	EXC ENL (PENDING LOSS

Figure 4-137. ASTE QUERY Screen

4.6.14 LOOKER QUERY Screen

A **LOOKER QUERY** screen (query by SSN) allows you to view an individual’s record in data format with space numbering.

To access the **LOOKER QUERY** screen (Figure 4-138) from the **SIDPERS Main** screen select the **Queries** menu, **LOOKER**.

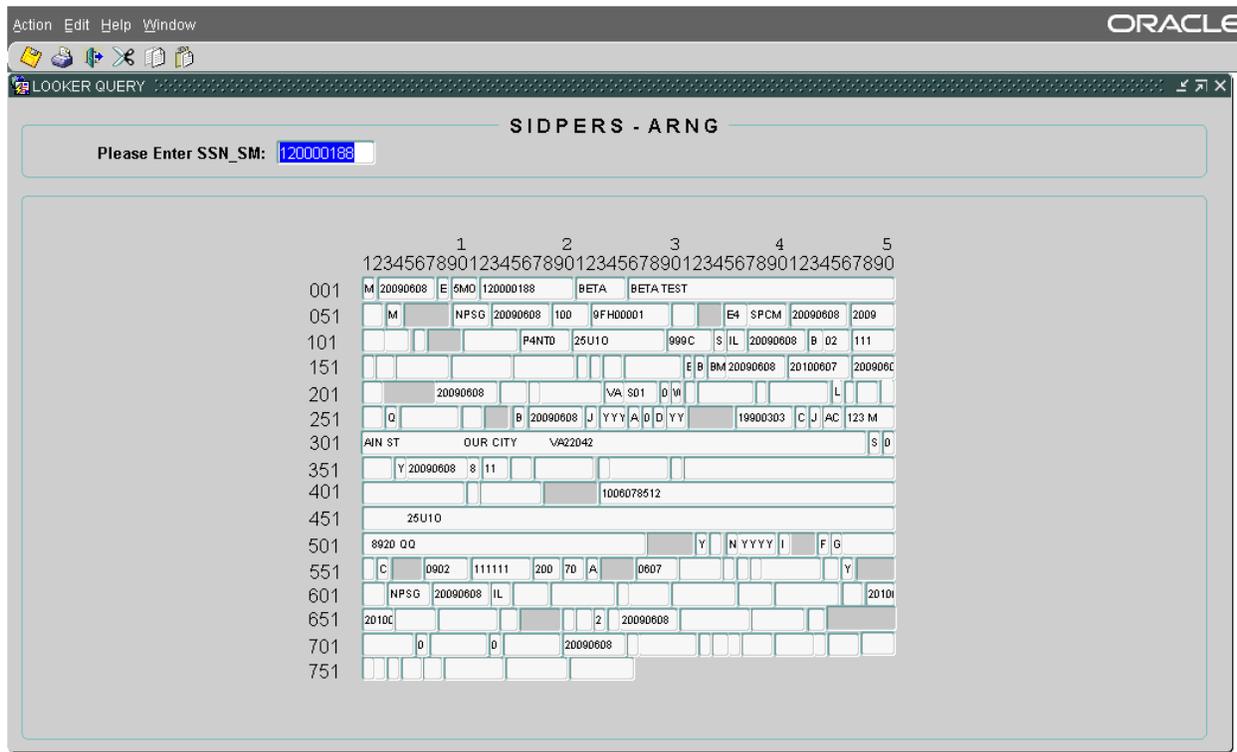


Figure 4-138. LOOKER QUERY Screen

Table 4-136 describes the fields on the screen.

Table 4-136. LOOKER QUERY Screen Description

Field/Button	Description
Please Enter SSN_SM:	Enter the Social Security Number of the soldier.
Fields	The fields display all of the individual’s data in the SIDPERS database.

4.6.15 RFP Screen

This form allows editing of the data associated with a RFP Soldier. The RFP form is a standalone form.

To access the **RFP** screen (Figure 4-139) from the **SIDPERS Main** screen, select the **Queries** menu, **Recruit Force Pool**.

Figure 4-139. RFP Screen

Table 4-137 describes the fields on the screen.

Table 4-137. RFP Screen Description

Field/Button	Description
DATE_IADT	DATE OF INITIAL ACTIVE DUTY TRAINING
PROJ_UPC	PROJECTED UNIT PROCESSING CODE Identifies an individual's projected unit of assignment. (UPC is the UIC minus the W.) Example: PFBAA (WPFBAA) NOTE: Do not use the letters <i>I</i> and <i>O</i> in the first two or the fifth positions of UPC. Do not use the letter <i>Z</i> in the first position.

Field/Button	Description
<p>PROJ_AUTH_LINE_DSG</p>	<p>PROJECTED AUTHORIZED LINE DESIGNATOR</p> <p>Enter the MTOE/TDA line number to which an individual is projected to being assigned; as noted on NGB Form 62, for Officer Appointment, in the first two positions. If designator contains a suffix, place in the third position; otherwise, the third position is left blank.</p> <p>Example: 05_ (Without a suffix, the third position is left blank.) 05A (With a suffix, the suffix is placed in the third position.)</p> <p>NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>
<p>PROJ_AUTH_PARA_DSG</p>	<p>PROJECTED AUTHORIZED PARAGRAPH DESIGNATOR</p> <p>Enter the paragraph number to which an individual is projected to being assigned (as noted on NGB Form 62, for Officer Appointments) in the first three positions. If designator contains a suffix, place in the fourth position; otherwise, the fourth position is left blank.</p> <p>Example: 200_ (Without a suffix, the fourth position is left blank.) 200A (With a suffix, the suffix is placed in the fourth position.)</p> <p>NOTE: The character “_” means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character “_”.</p>

Field/Button	Description
PROJ_DUTY_POSITION	<p>Enter the applicable code for each personnel record. The first five positions of this field represent the DSSI and DSS Officer, the sixth and seventh positions indicate the First Duty ASI, and the eighth and ninth positions indicate Duty LIC.</p> <p>NOTE: If a personnel detail line requires a First and Second Duty ASI and an LIC, the LIC has priority over the Second Duty ASI.</p> <p>Example: 12A0P3AGM (Duty Position Commissioned Officer; 12A0P = DSSI and DSS; 3A = ASI; GM = LIC)</p>
PROJ_ENLSTMT_REEL_BONUS_ENTL	<p>PROJECTED ENLISTMENT/REENLISTMENT BONUS RESERVE ENTITLEMENT (1A): Enter code reflecting if an individual is or is not entitled to an enlistment bonus, and the type.</p> <p>Example: B (Educational Assistance Bonus)</p>
PROJ_ENLSTMT_REENL_BONUS_AUTH:	<p>PROJECTED ENLISTMENT/REENLISTMENT BONUS RESERVE ENTITLEMENT AUTHORIZATION</p> <p>Used to indicate authorization of student loan repayment program.</p> <p>Example: T (Enlists, reenlists, or extends with Student Loan Repayment Program)</p> <p>NOTE: Input of this data element generates Current/Incentive Termination Status.</p>
PROJ_ENLSTMT_REENL_BONUS_MOS	<p>PROJECTED ENLISTMENT/REENLISTMENT BONUS RESERVE MILITARY OCCUPATIONAL SPECIALTY ENLISTED</p> <p>Identifies the Military Occupational Specialty (MOS) for which an individual receives a bonus. Enter the MOS that establishes eligibility. Applies to critical skills only. If there is no MOS leave the field blank.</p> <p>Example: 94E</p>

Field/Button	Description
PROJ_DATE_ENLSTMT_REENL_BONUS:	<p>PROJECTED DATE OF ENLISTMENT/REENLISTMENT BONUS RESERVE</p> <p>Enter the effective date (YYYYMMDD) of Enlistment Bonus entitlement. This is the date the individual is enrolled in a bonus program.</p> <p>Example: 20070101 (1 January 2007)</p>

4.7 Organizational Processing Screens

From the **SIDPERS Main**, to access the processing area, click the **Organizational Processing** menu.

4.7.1 AUTHORIZED STRENGTH SINGLE CHANGE Screen

The AUTHORIZED STRENGTH SINGLE CHANGE screen allows you to add, change, or delete entries on the SIDPERS Authorized Strength File (SASF). If you need to add a new unit’s authorized strength, see Authorized Strength Massive Transaction Procedure (subsection 3.6.2).

To access the AUTHORIZED STRENGTH SINGLE CHANGE screen (Figure 4-140) and (Figure 4-141) from the **SIDPERS Main** screen, select the **Organizational Processing** menu, **Authorized Strength Single Transaction**.

When the ASTE transaction screen first displays, the screen allows you to view only half of the available fields. To view the fields hidden to the right, use the scroll bar located at the bottom of the screen to scroll to the right.

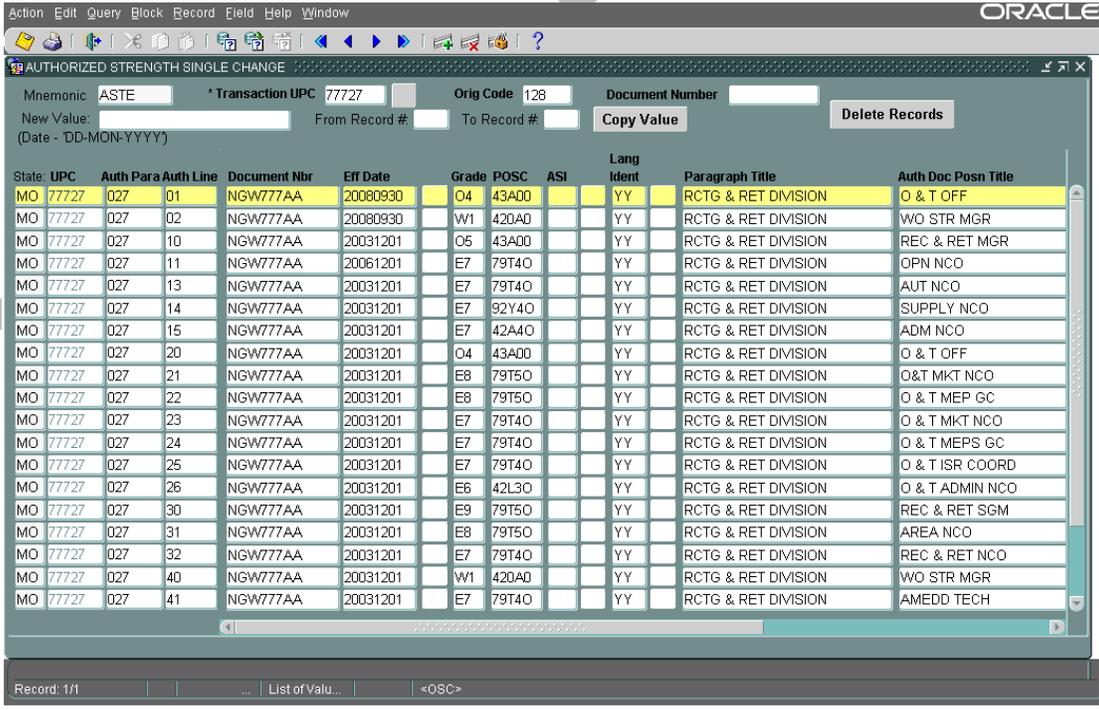


Figure 4-140. AUTHORIZED STRENGTH SINGLE CHANGE Screen (Left Half)

Table 4-138 describes the fields on the screen.

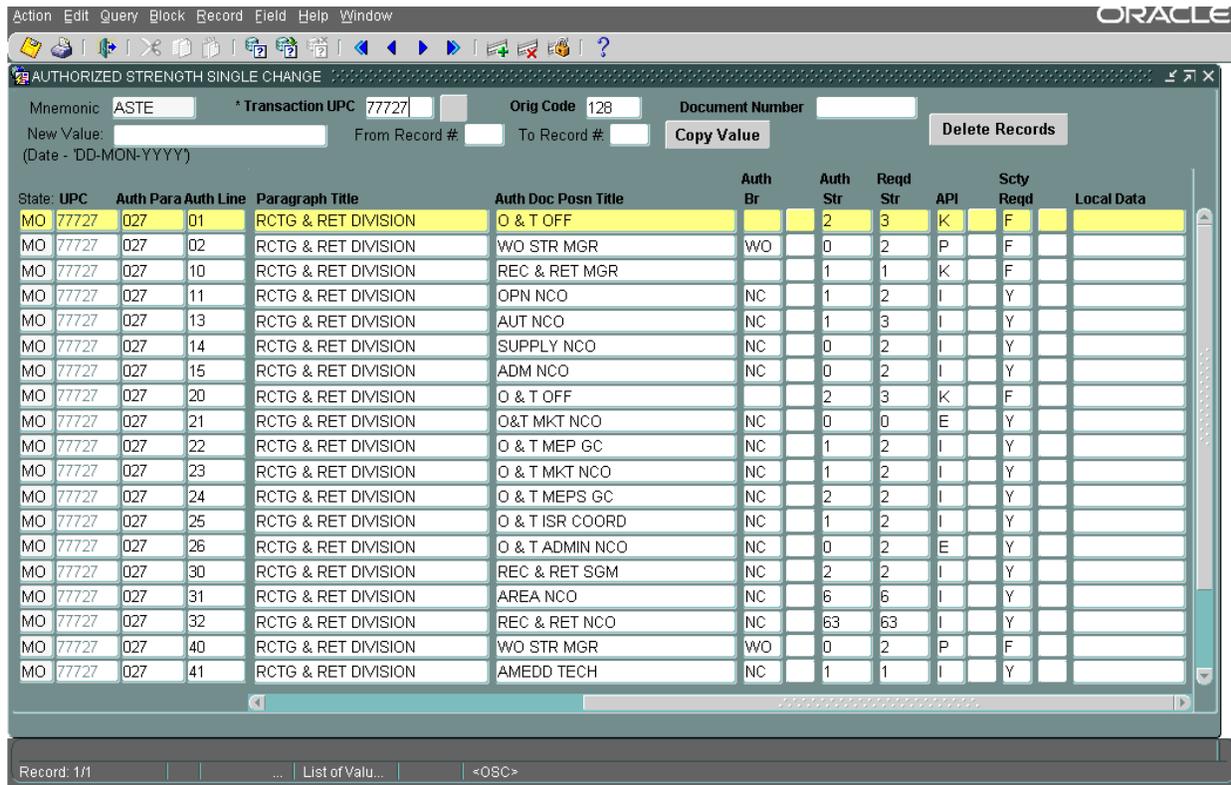


Figure 4-141. AUTHORIZED STRENGTH SINGLE CHANGE Screen (Right Half)

The ASTE works directly with the data in the PERS_AUTH_STR_TBL. Any additions, changes, or deletions, once saved, generates an ASTE transaction for each record in the PERS_TRANS_HIST_TBL.

Table 4-138 describes the fields and buttons on the screen.

Table 4-138. AUTHORIZED STRENGTH SINGLE CHANGE Screen Description

Field/Button	Description
Mnemonic	Enter the Personnel Action code.
Transaction UPC	Enter the five-character Transaction Unit Processing Code from the source document you are using or click the List of Values icon to display a list of available UPC(s).
Orig Code	Populate with the ORIGINATOR CODE that is associated with the entered UPC out of the PERS_ORIG_CODE_TBL. This value may be edited if desired and shows in the PERS_TRANS_HIST_TBL for recorded ASTE transaction(s).

Field/Button	Description
Document Number	<p>In the DOCUMENT NUMBER field, enter the document number of the source document. If there is no document number, leave it blank.</p> <p>At this point you must pull up all the Authorized Strength records for the desired UPC before proceeding further by clicking the Execute Query icon.</p>
New Value	<p>This field is used to copy a new value down a selected column between the From Record # and To Record #. If the value is a date, it must be in the DD-MON-YYYY format.</p>
From Record #	<p>The record number you want to start to copy the New Value range.</p>
To Record #	<p>The record number you want to finish copying the New Value range.</p>
Copy Value	<p>After you have entered data into to New Value, From Record, and To Record fields, click this button to change a column of fields at one time.</p>
Delete Records	<p>Deletes all of the records that were pulled with your last query. If the last query ran pulled the entire Authorized Strength for the selected UPC, you delete all of the strength for that UPC.</p>
Record Fields	
State	<p>SIDPERS automatically fills in the state designator. You cannot enter information into this field.</p>
UPC	<p>This value is populated with the UPC you entered in the Transaction UPC field.</p>
Auth Para	<p>Enter the specific positions by organizational grouping within paragraphs in an organizational document. When you press Execute Query the existing Auth Para is populated.</p> <p>This is a required field; you must enter a three to four-digit code. This is the subdivision of a unit authorization document (MTOE/TDA).</p>
Auth Line	<p>Enter the subdivision of a paragraph in a unit authorization document (MTOE/TDA). This field requires the entry of a two to three-digit code.</p>
Document Nbr	<p>Enter the ten-character, alphanumeric document number of the MTOE/TDA.</p>
Eff Date	<p>Enter the date (YYYYMMDD) when the unit is implemented based on a new authorization document. This entry cannot be a future date.</p>

Field/Button	Description
Grade	Enter the grade (up to two alphanumeric characters) specified for a position on the authorization document for an MTOE or TDA unit.
POSC	Enter the Military Occupational Specialty Code (up to five alphanumeric characters) as specified for a position on the authorization document (MTOE/TDA).
ASI	Enter the two-character ASI Code required by the authorization document. Click the List of Values icon to display a list of available ASIs.
Lang Ident	Enter the two-character Language Identifier Code required by the authorization document. Click the List of Values icon to display a list of available Language codes.
Paragraph Title	Enter the title of the MTOE/TDA paragraph or section. You can enter up to 22 alphanumeric characters.
Auth Doc Posn Title	Enter the 22-character designation applied to the position on the authorization document (MTOE/TDA).
Auth Br	In this field, enter the two character code for the branch of the Army specified on the authorization document (MTOE/TDA). You may also click the List of Values icon to display a list of available Branch codes.
Auth Str	Enter the total number of personnel authorized for a specific position on the authorization document. This entry cannot exceed 150.
Reqd Str	Enter the total number of personnel required for a specific position on the authorization document (MTOE/TDA). This entry cannot exceed 150.
API	Enter the one character AUTH_PERS_IDENT code for the type of person designated for a position in a military organization's authorization document. You may also click the List of Values icon to display a list of available API codes.
Scty Reqd	Enter the one character SCTY CLNC REQD code for the minimum degree or level of security clearance required for a particular MOS. You may also click the List of Values icon to display a list of available SCTY codes.
Local Data	The use of this field varies depending on SIB/STATE procedures. Enter the necessary information.
	NOTE: To select a specific record or groups of records, use the Enter Query option by clicking the Enter Query icon. An instructional message displays in the lower left corner of the screen.

4.7.2 MASSASTE Screen

This screen allows you to copy an existing unit’s authorized strength for a given UPC to be used for a new unit’s authorized strength. To change or delete an existing unit’s authorized strength, use the **AUTHORIZED STRENGTH SINGLE CHANGE** screen.

To access the **MASSASTE** screen (Figure 4-142 and Figure 4-143) from the **SIDPERS Main** screen, select the **Organizational Processing** menu, **Authorized Strength Massive Transaction**.

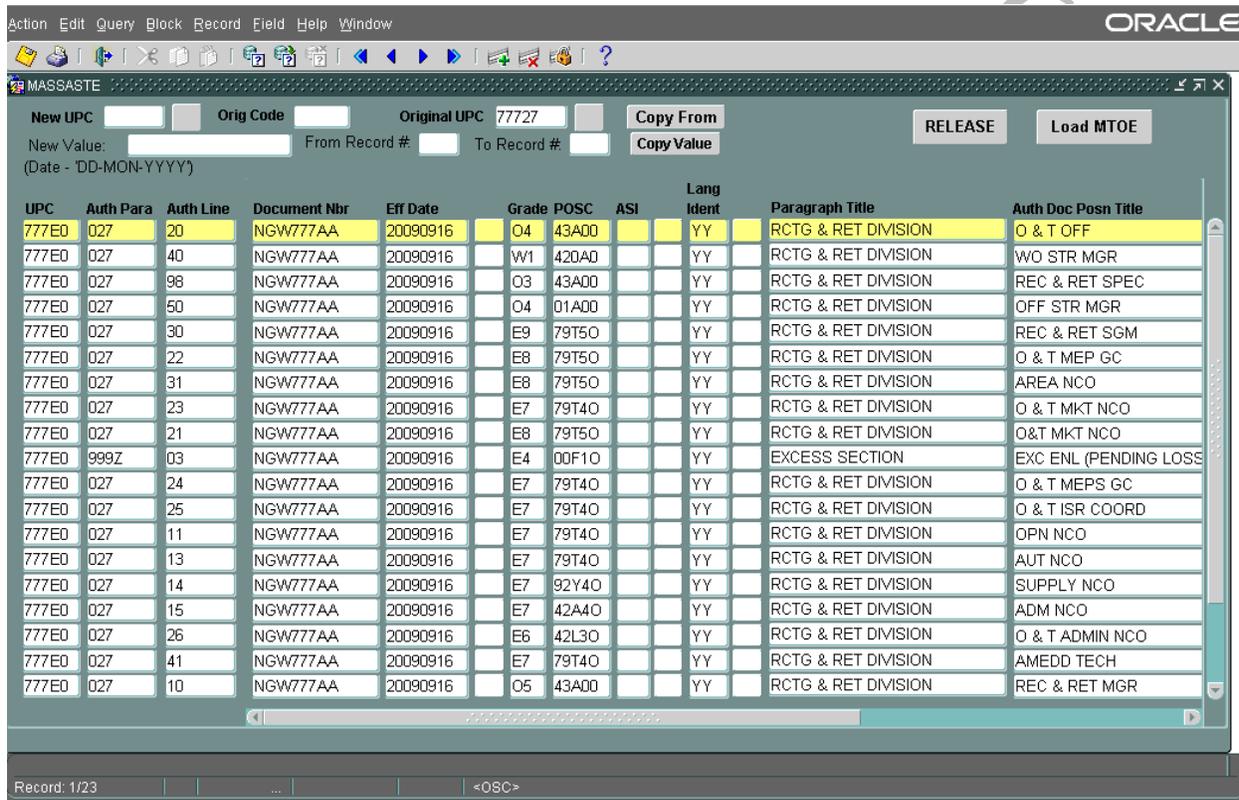


Figure 4-142. AUTHORIZED STRENGTH MASSIVE TRANSACTION Screen (Left)

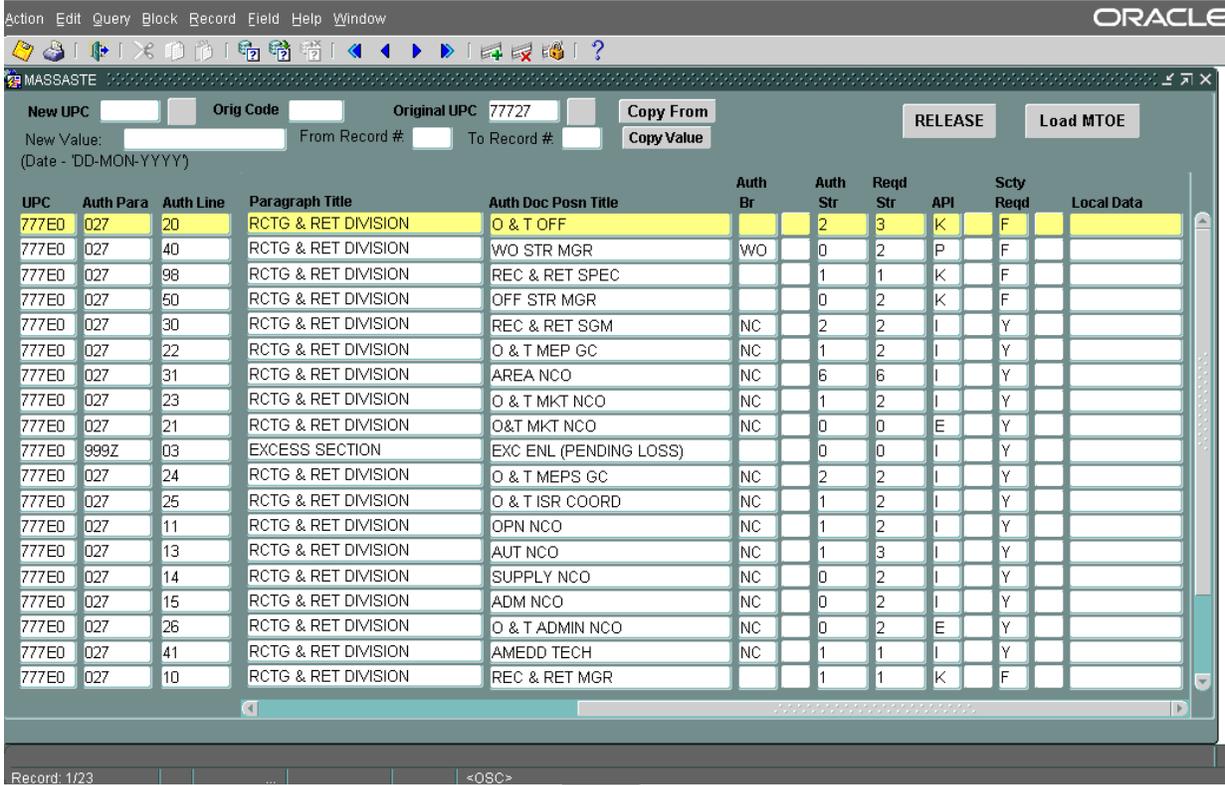


Figure 4-143. AUTHORIZED STRENGTH MASSIVE TRANSACTION Screen (Right)

Table 4-139 describes the fields on the screen.

Table 4-139. AUTHORIZED STRENGTH MASSIVE TRANSACTION Screen Description

Field/Button	Description
New UPC	Enter in the UNIT PROCESSING CODE of the new unit to add the authorized strength to. The new UPC must have been added in prior to the PERS_ORIG_CODE_TBL and the PERS_UNIT_TBL.
Orig Code	Populated with the ORIGINATOR CODE that is associated with the entered UPC out of the PERS_ORIG_CODE_TBL. This value can be edited and shows in the PERS_TRANS_HIST_TBL for recorded ASTE transaction(s).
Original UPC	The UPC of the unit that provides the existing authorized strength records.
New Value	This field is used to copy a new value down a selected column between the From Record # and To Record # . If the value is a date, it must be in the DD-MON-YYYY format.
From Record #	The record number you want to start to copy the New Value from.

Field/Button	Description
To Record #	The record number you want to finish copying the New Value to.
UPC	This value is populated with the UPC you entered in the New UPC field.
Auth Para	Populated with the paragraph number from the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value.
Auth Line	Populated with the line number from the authorized strength record for the UPC entered in the Original UPC field. You can edit this value.
Document Nbr	Populated with the 10-character, alphanumeric document number of the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value.
Eff Date	Enter the date (YYYYMMDD) when the unit is implemented based on a new authorization document. Users have the ability to edit this value. NOTE: The default is today's date. This is a required field. NOTE: If a future date is used, the record will not RELEASE until that date.
Grade	Populated with the Grade of the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value.
POSC	Populated with the POSC of the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value.
ASI	Populated with the ASI of the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value. (If changing this value, you may click the List of Values icon, to display a list of available ASIs.
Lang Ident	Populated with the Language Identifier Code of the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value. If you are changing this value, click the List of Values icon to display a list of available Language Identifier Codes).
Paragraph Title	Populated with the Paragraph Title of the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value. Enter up to 22 alphanumeric characters.

Field/Button	Description
Auth Doc Posn Title	Populated with the Auth Doc Posn Title of the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value. Enter up to 22 alphanumeric characters.
Auth Br	Populated with the Authorized Branch of the authorized strength record for the UPC entered in the Original UPC field. You may edit this value. (If changing this value, you may click the List of Values icon to display a list of available Authorized Branches).
Auth Str	Populated with the Authorized Strength of the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value. This entry cannot exceed 150.
Reqd Str	Populated with the Required Strength of the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value. This entry cannot exceed 150.
API	Populated with the AUTH_PERS_IDENT of the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value. If changing this value, you may click the List of Values button to display a list of available API codes.
Scty Reqd	Populated with the Security Clearance Required code of the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value. If changing this value, you may click the List of Values button to display a list of Security Clearance codes.
Local Data	Populated with the Local Data of the authorized strength record for the UPC entered in the Original UPC field. Users have the ability to edit this value. The use of this field varies depending on SIB/STATE procedures.

4.7.3 INTACT UNIT GAIN Transaction Screen

Use the screen when there is a gain of a new unit or to correct or change information.

To access the **Intact Unit Gain Transaction** screen (Figure 4-144) from the **SIDPERS Main** screen, select the **Organizational Processing** menu, **Intact Unit Gain Transaction**.

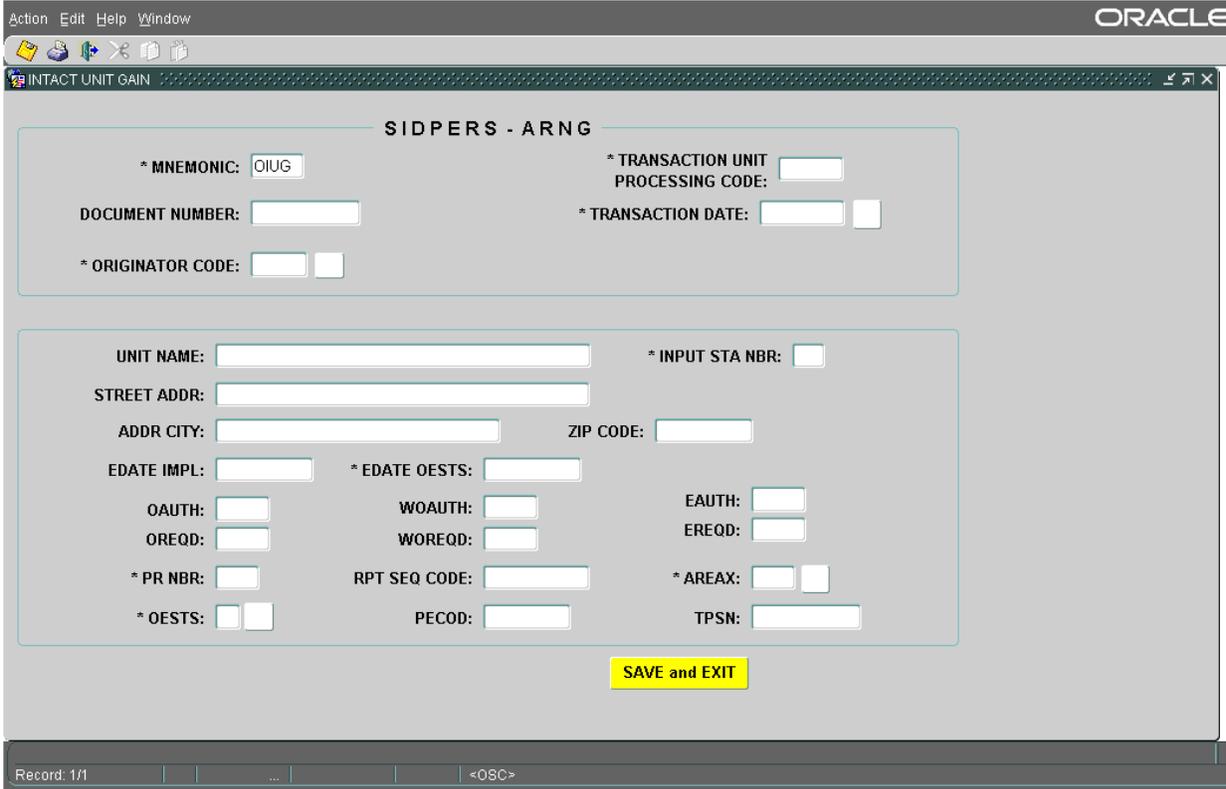


Figure 4-144. INTACT UNIT GAIN TRANSACTION Screen

Table 4-140 describes the fields and the button on the screen.

Table 4-140. INTACT UNIT GAIN TRANSACTION Screen Description

Field/Button	Description
MNEMONIC	Field is OIUG.
TRANSACTION UNIT PROCESSING CODE	Enter the Transaction Unit Processing Code from the source document you are using or click the List of Values icon to display a list of available UPCs.
DOCUMENT NUMBER	Enter the document number of the source document. If there is no document number, press the Enter key.

Field/Button	Description
TRANSACTION DATE	Enter the date (YYYYMMDD) from the source document. When you press the Enter key or Tab , the cursor goes to the UNIT NAME field. The ORIGINATOR CODE , INPUT STA NBR , RPT SEQ CODE , and UNIT NAME fields are automatically populated from the PERS_ORIG_CODE_TBL for the UPC that was used.
UNIT NAME	Enter the official designation of the organization. You can enter up to 30 alphanumeric characters. You may also abbreviate the name to fit into the allotted space. When you edit the field, it is changed in the PERS_UNIT_TBL and not in the PERS_ORIG_CODE_TBL when saved. You must also edit it in the PERS_ORIG_CODE_TBL. NOTE: See the instructions for Update/Review Originator Code off of the Admin Functions menu on how to edit the UNIT NAME / NAME_IND .
STREET ADDR	Enter the street address (up to 29 alphanumeric characters) of the organization.
ZIP CODE	Enter the ZIP code of the organization. You can enter up to nine characters when applicable. Left-justify when the ZIP code has not been expanded to nine characters.
EDATE IMPL	Enter the effective date (YYYYMMDD) of implementation for the organization.
EDATE OESTS	Enter the effective date (YYYYMMDD) of the OESTS.
OAUTH	Enter the number (up to five digits) of officers authorized to a unit.
WOAUTH	Enter the number (up to five digits) of warrant officers authorized to a unit.
EAUTH	Enter the number (up to five digits) of enlisted personnel authorized to a unit.
OREQD	Officer Required Strength Enter the number (up to five digits) of officers required as indicated on the unit authorization document.
WOREQD	Warrant Officer Required Strength Enter the number (up to five digits) of warrant officers required as indicated on the unit authorization document.
EREQ	Enlisted Required Strength Enter the number (up to five digits) of enlisted personnel required as indicated on the unit authorization document.

Field/Button	Description
PR NBR	Payroll Number Enter the three-character Unit Payroll Number of the organization.
AREAX	Enter the three-character code for the Army area and state or country location.
OESTS	Enter the one-character alphabetical code indicating the current status of an organization or click the List of Values icon to display a list of available OESTS codes.
PECOD	Enter the six-character alphanumeric program element code for the unit being gained.
TPSN	Troop Program Sequence Number. Enter the seven-character alphanumeric code for the unit being gained.
SAVE and EXIT	When you finish entering data, click this button to commit the transaction. A Control Number confirmation prompt displays and then a Transaction Complete confirmation prompt displays.

4.7.4 INTACT UNIT LOSS Transaction Screen

Use this screen when a unit is reorganized, deactivated, or mobilized.

To access the **INTACT UNIT LOSS** screen (Figure 4-145) from the **SIDPERS Main** screen, select the **Organizational Processing** menu, **Intact Unit Loss Transaction**.



Figure 4-145. INTACT UNIT LOSS TRANSACTION Screen

Table 4–141 describes the fields and the button on the screen.

Table 4–141. INTACT UNIT LOSS TRANSACTION Screen Description

Field/Button	Description
MNEMONIC	Field value is OIUL.
TRANSACTION UNIT PROCESSING CODE	Enter the Transaction Unit Processing Code from the source document you are using or click the List of Values icon to display a list of available UPCs.
DOCUMENT NUMBER	Enter the document number of the source document. If there is no document number, press the Enter key.
TRANSACTION DATE	Enter the date from the source document in an YYYYMMDD format. Do not enter a future date. If you enter a future date, you are prompted to enter another date.
ORIGINATOR CODE	After you press the Enter key or Tab key, the ORIGINATOR CODE field is automatically populated from the PERS_ORIG_CODE_TBL for the UPC that was used.
ORGANIZATION STATUS CODE	<p>Enter the code for the current status of the organization from the source document. Click the List of Values icon to display a list of available OESTS codes. This field is pre-populated with the current value.</p> <p>Data is required in this field and only codes I, G, M, and X are valid.</p> <p>Code I deletes a unit from the SOF. Use it only after all individuals have been removed from the organization.</p> <p>Codes G and M generate an Enter Active Duty Training (EADT) update for each member of the mobilized unit.</p> <p>Code X generates a TRF for each member of the reorganized unit.</p> <p>NOTE: A DPOS transaction must be entered for each member of the reorganized unit.</p>
STATUTORY AUTHORITY	STATUTORY AUTHORITY
EFFECTIVE DATE OF OESTS	<p>Enter the effective date of the loss of a unit. This is a required field. You must enter the date in YYYYMMDD format.</p> <p>In the EXECUTIVE ORDER NUMBER field enter in the Presidential Order number if organization is being mobilized.</p>
EFFECTIVE DATE OF OESTS	Enter the effective date of the loss of a unit. This is a required field. You must enter the date in YYYYMMDD format.
EXECUTIVE ORDER NUMBER	Enter the Presidential Order number if organization is being mobilized.

Field/Button	Description
CURRENT UNIT PROCESSING CODE	Enter the code for an individual's unit of assignment. This code is the UIC minus the <i>W</i> . The letters <i>I</i> and <i>O</i> cannot be used. Use this field only when the ORGANIZATION STATUS CODE field is <i>X</i> . Click the List of Values icon to display a list of available UPCs.
LOCAL DATA PERSONNEL	Enter any appropriate data required by NGB.
CAMPAIGN IDENTIFICATION CODE:	Enter in the two-character code for the specific campaign the organization is mobilized under, if mobilized. Click the List of Values icon to display a list of available Campaign Identification codes.
SAVE and EXIT	When you finish entering data, click this button to commit the transaction. A Control Number confirmation prompt displays and then a Transaction Complete confirmation prompt displays.

4.7.5 INTACT UNIT RETURN Transaction Screen

Use this screen to demobilize a unit. Before you can use this screen, you must complete a DPOS transaction for individuals who are not returning with their units.

For information about the DPOS transaction, see subsection 4.3.3 and Appendix C.

To access the **INTACT UNIT RETURN** screen (Figure 4-146) from the **SIDPERS Main** screen select the **Organizational Processing** menu and **Intact Unit Return Transaction**.

Figure 4-146. INTACT UNIT RETURN TRANSACTION Screen

Table 4-142 describes the fields and the button on the screen.

Table 4-142. INTACT UNIT RETURN TRANSACTION Screen Description

Field/Button	Description
*MNEMONIC:	The field is OIUR.
*TRANSACTION UNIT PROCESSING CODE	Enter the Transaction Unit Processing Code from the source document you are using or click the List of Values icon to display a list of available UPC(s)
DOCUMENT NUMBER	Enter the document number of the source document. If there is no document number, press the Enter key.
*TRANSACTION DATE	Enter the date from the source document in an YYYYMMDD format. Do not enter a future date. If you enter a future date, you are prompted to enter another date.
ORIGINATOR CODE	After you press the Enter key or Tab key, this field is automatically populated from the PERS_ORIG_CODE_TBL for the UPC that was used.
DATE END DUTY DEERS ELIG	Enter the date (YYYYMMDD) that is the last day the unit was on active duty.
HAVE ALL NECESSARY DPOS TRANSACTIONS BEEN PROCESSED? (Y/N)	<p>You are prompted to ensure you have processed all necessary DPOS transactions prior to executing the OIUR transaction.</p> <p>If you have processed all necessary DPOS transactions, type Y and press SAVE and EXIT. The OIUR transaction generates Return from Active Duty Training (RADT) transactions for all returning members, and converts their ACT STAT PROG from Z to Y and their TNG PAY RET CAT from Y to A. You are prompted with a Control Number confirmation prompt and then a Transaction Complete confirmation prompt.</p> <p>If you have not processed all necessary DPOS transactions, type N and press Commit Transaction. You are returned to the ORGANIZATIONAL PROCESSING screen. For information about processing the DPOS transaction, see subsection 4.3.3 and Appendix C.</p> <p>If an individual does not return with his or her unit, but returns at a later date, complete a Return from Active Duty Training (RADT) transaction. For soldiers who were AGR Title 32 prior to mobilization, an Enter Active Duty Training (EADT) transaction should be used to revert to the original data.</p>

Field/Button	Description
	To exit the transaction screen without saving your changes, click Exit icon. Answer NO when asked <i>Do you want to save the changes you have made?</i> If you want to save the changes click Yes . You are returned to the SIDPERS Main screen after Control Number and Transaction Complete confirmation prompts.
SAVE and EXIT	When you finish entering data, click this button to commit the transaction. A Control Number confirmation prompt displays and then a Transaction Complete confirmation prompt displays.

4.8 Local Supplemental Database

This screen allows you to add or update data on a service member (Figure 4-147). This part of the screen is common to this screen.

To access this screen from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu. Select **All Categories** and, then select the **MISCELLANEOUS** tab.



Figure 4-147. LOCAL SUPPLEMENTAL DATABASE – Categories Screen

Table 4-143 describes the fields and the button on the screen.

Table 4-143. LOCAL SUPPLEMENTAL DATABASE – Categories Screen Description

Field/Button	Description
SSN	SOCIAL SECURITY NUMBER Enter the individual’s social security number. This may not be blank. Do not use spaces or punctuation. When you enter the SSN, the cursor automatically jumps to the QUERY FORM button. Press the Enter key.
QUERY FORM	The LSDB verifies the SSN valid and populates all fields in the LSDB. If the SSN is not valid, an error screen displays.
LAST NAME (FIRST FIVE)	LAST NAME The Name field is auto filled with the first five characters of the individual’s last name based on the SSN.
ORIG	ORIGINATOR CODE This code is automatically filled based on the entered SSN.

Field/Button	Description
SAVE	Saves data changes.
CLEAR FORM	Clear all of the fields.

4.8.1 LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Language Proficiency)

This screen allows you to add or update a service member’s language proficiency information.

To access the **LOCAL SUPPLEMENTAL DATABASE – Categories (Language Proficiency)** screen (Figure 4-148) from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu, **All Categories**, and the **LLNG** tab.

The screenshot shows the Oracle SIDPERS - ARNG interface. At the top, there is a menu bar (Action, Edit, Help, Window) and the Oracle logo. Below the menu bar, the window title is "LOCAL SUPPLEMENTAL DATABASE - Categories". The main content area is titled "SIDPERS - ARNG" and contains a "QUERY FORM" with the following fields: SSN: XXX-XX-0538, LAST NAME (FIRST FIVE): AARON, and ORIG: 421. There are "SAVE" and "CLEAR FORM" buttons. Below the query form, there are tabs for "LLNG", "LMSC", "EPSB", "EPSN", "SFPA", and "AWRD". The "LLNG" tab is selected, and the "LANGUAGE PROFICIENCY" section is displayed. This section contains a table with columns for "FIRST", "SECOND", and "THIRD" and rows for various language proficiency fields. The fields are: DLAB-SCORE (145), YRMO-DLAB-TST (201005), LANG-IDENT (AJ), LANG-PROF-SRC-PRIM (B), LANG-PROF-SRC-SECD (B), LANG-LISTEN-EVAL-METHD (1), LANG-LISTEN-PROF-LVL (26), LANG-LISTEN-PROF-SCORE (45), LANG-LISTEN-PROF-SCORE-TYPE (C), LANG-READ-EVAL-METHD, LANG-READ-PROF-LVL, LANG-READ-PROF-SCORE, LANG-READ-PROF-SCORE-TYPE, LANG-SPEAK-EVAL-METHD, LANG-SPEAK-PROF-LVL, LANG-SPEAK-PROF-SCORE, and YR-MO-PROF-TEST-LANG (201004, 201005).

Figure 4-148. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Language Proficiency)

Table 4-144 describes the fields on the screen.

Table 4-144. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Language Proficiency) Description

Field/Button	Description
DLAB_SCORE	<p>DEFENSE LANGUAGE APTITUDE BATTERY SCORE</p> <p>The standard score attained by an examinee on the Defense Aptitude battery.</p> <p>Example: 85</p>
YRMO_DLAB_TST	<p>YEAR-MONTH OF DEFENSE LANGUAGE APTITUDE</p> <p>The year and month an individual was administered the Defense Language Aptitude battery of tests (USE 'YYYYMM' FORMAT).</p> <p>Example: 200710 (October 2007)</p>
LANG_IDENT	<p>LANGUAGE IDENTITY</p> <p>The system of verbal and/or sign communication in general use among members of a culture with any system of writing used to represent that system of communication.</p> <p>Example: KP (KOREAN)</p>
LANG_PROF_SRC_PRIM	<p>LANGUAGE PROFICIENCY SOURCE, PRIMARY</p> <p>The primary origin of skill in a language.</p> <p>Example: B (Defense Language Institute)</p>
LANG_PROF_SRC_SECD	<p>LANGUAGE PROFICIENCY SOURCE, SECONDARY</p> <p>The secondary origin of skill in a language.</p> <p>Example: D (Home environment)</p>
LANG_LISTEN_EVAL_METHD	<p>LANGUAGE LISTENING EVALUATION METHOD</p> <p>The technique used to appraise listening ability in a language.</p> <p>Example: 1 (DoD standardized test)</p>
LANG_LISTEN_PROF_LVL	<p>LANGUAGE LISTENING PROFICIENCY LEVEL</p> <p>The demonstrated degree of listening skill of an individual as determined by a language examination.</p> <p>Example: 10 (Elementary proficiency)</p>

Field/Button	Description
LANG_LISTEN_PROF_SCORE	<p>LANGUAGE LISTENING PROFICIENCY SCORE</p> <p>The listening proficiency score attained by an individual on the Defense Language Proficiency Test.</p> <p>Example: 90 (The entry is left justified.)</p>
LANG_LISTEN_PROF_SCORE_TYPE	<p>LANGUAGE LISTENING PROFICIENCY SCORE TYPE</p> <p>The type of listening proficiency score obtained on one of the Defense Language Proficiency Test Series.</p> <p>Example: R (Raw score [0-60])</p>
LANG_READ_EVAL_METHD	<p>LANGUAGE READING EVALUATION METHOD</p> <p>The technique used to appraise reading ability in a language</p> <p>Example: 2 (Self appraisals)</p>
LANG_READ_PROF_LVL	<p>LANGUAGE READING PROFICIENCY LEVEL</p> <p>The demonstrated degree of reading skill of an individual as determined by a language examination.</p> <p>Example: 20 (Limited working proficiency)</p>
LANG_READ_PROF_SCORE	<p>LANGUAGE READING PROFICIENCY SCORE</p> <p>The reading proficiency score attained by an individual on the Defense Language Proficiency Test.</p> <p>Example: 95 (The entry is left justified.)</p>
LANG_READ_PROF_SCORE_TYPE	<p>LANGUAGE READING PROFICIENCY SCORE TYPE</p> <p>The type of reading proficiency score obtained on one of the defense language proficiency test series.</p> <p>Example: C (Converted score [0-99])</p>
LANG_SPEAK_EVAL_METHD	<p>LANGUAGE SPEAKING EVALUATION METHOD</p> <p>The technique used to appraise speaking ability in a language.</p> <p>Example: 3 (Inter-agency oral proficiency interviews)</p>

Field/Button	Description
LANG_SPEAK_PROF_LVL	LANGUAGE SPEAKING PROFICIENCY LEVEL The demonstrated degree of speaking skill of an individual as determined by a language examination. Example: 30 (General professional proficiency)
LANG_SPEAK_PROF_SCORE	LANGUAGE SPEAKING PROFICIENCY TEST SCORE The speaking proficiency score attained by an individual on the Defense Language Proficiency Test. Example: 95 (The entry is left justified.)
YR_MO_PROF_TEST_LANG	YEAR-MONTH PROFICIENCY TEST – LANGUAGE The year and month an individual was tested or interviewed about proficiency in his/her language. Example: 200701 (January 2007)

4.8.2 LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Miscellaneous)

This screen allows you to add or update miscellaneous data on a service member.

From the SIDPERS Main screen, you access (Figure 4-149) the **LOCAL SUPPLEMENTAL DATABASE – Categories** screen (Miscellaneous) select the **Local Supplemental DB** menu, **All Categories**, and the **LMSC** tab.

Figure 4-149. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Miscellaneous)

Table 4-145 describes the fields on the screen.

**Table 4-145. LOCAL SUPPLEMENTAL DATABASE – Categories Screen
(Miscellaneous) Description**

Field/Button	Description
PHONE_NBR_HOME	PHONE NUMBER OF HOME The telephone number of the residence where the individual can be reached. Example: 1234567890 (123-456-7890)
PHONE_NBR_CIV_EMPL	TELEPHONE NUMBER OF CIVILIAN EMPLOYER The telephone number of the individual's civilian employer. Example: 2345678901 (234-567-8901)
PHONE_NBR_HOME_NOK	TELEPHONE NUMBER OF HOME, NEXT OF KIN The commercial telephone number of the service member's next of kin. Example: 3456789012 (345-678-9012)
BESD (YYYYMMDD)	BASIC ENLISTED SERVICE DATE The constructive date that establishes the beginning of all periods of enlisted service, active and inactive, as a member of the Armed Forces of the United States. Example: 20071210 (10 December 2007)
DATE_ASGN_STATE	YEAR-MONTH-DAY ASSIGNED STATE Enter the effective date (YYMMDD).

4.8.3 LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Enlisted Promotion – Board)

This screen allows you to add or update promotion related data for a service member.

To access this screen (Figure 4-150) from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu, **All Categories** and the **EPSB** tab.

The screenshot shows a web browser window titled "LOCAL SUPPLEMENTAL DATABASE - Categories" with the Oracle logo in the top right. The main content area is titled "SIDPERS - ARNG" and contains a form with the following fields and controls:

- SSN:
- LAST NAME (FIRST FIVE):
- Navigation tabs: LLNG, LMSC, **EPSB**, EPSN, SFPA, AWRD
- Section title: ENLISTED PROMOTION - BOARD
- Form fields:
 - PROM-LDRSP-APPR-PT-AVER-QY:
 - CPMOS:
 - ENL-PROM-CONS-CD:
 - CIV-ED-SEM-HR-QY:
 - LDR-APPR-SCR1: SCR2: SCR3: SCR4: SCR5:
- Footer: Record: 1/1 | ... | <OSC>

Figure 4-150. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Enlisted Promotion – Board)

Table 4-146 describes the fields on the screen.

**Table 4-146. LOCAL SUPPLEMENTAL DATABASE – Categories Screen
(Enlisted Promotion – Board) Description**

Field/Button	Description
PROM_LDRSP_APPR_PT_AVER_QY	<p>PROMOTION LEADERSHIP APPRAISAL POINT AVERAGE QUANTITY</p> <p>The average quantity of the promotion leadership appraisals prepared on an individual. The average is automatically calculated when three or more promotion leadership appraisal point scores are given.</p> <p>Example: 54 (The entry is left-justified.)</p>
CPMOS	<p>CAREER PROGRESSION MILITARY OCCUPATIONAL SPECIALITY</p> <p>A MOS code in which the soldier wants to be considered for promotion.</p> <p>Example: 100</p>
ENL_PROM_CONS_CD	<p>ENLISTED PROMOTION CONSIDERATION CODE</p> <p>Enter appropriate code.</p>
CIV_ED_SEM_HR_QY	<p>CIVILIAN-EDUCATION COLLEGE SEMESTER HOUR QUANTITY</p> <p>A non-monetary numeric value arrived at by counting the credits received for completion of courses at an accredited civilian academic institution or one of the United States Service Academies expressed in terms of the college semester system.</p> <p>Example: 135 (The entry is left-justified.)</p>
LDR_APPR_SCR1	<p>LEADERSHIP APPRAISAL POINT SCORE1</p> <p>The promotion leadership appraisal points given by leader Number 1.</p> <p>Example: 95 (The entry is right justified.)</p>

Field/Button	Description
SCR2	PROMOTION LEADERSHIP APPRAISAL POINT SCORE2 The promotion leadership appraisal points given by leader Number 2. Example: 95 (The entry is right justified.)
SCR3	PROMOTION LEADERSHIP APPRAISAL POINT SCORE3 The promotion leadership appraisal points given by leader Number 3. Example: 95 (The entry is right justified.)
SCR4	PROMOTION LEADERSHIP APPRAISAL POINT SCORE4 The promotion leadership appraisal points given by leader Number 4. Example: 95 (The entry is right justified.)
SCR5	PROMOTION LEADERSHIP APPRAISAL POINT SCORE5 The promotion leadership appraisal points given by leader Number 5. Example: 100 (The entry is right justified.)

4.8.4 LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Enlisted Promotion – Non Board)

To add or update promotion related data for a service member.

To access this screen from the **SIDPERS Main** screen, select (Figure 4-151) **Local Supplemental DB** menu, **All Categories**, and Enlisted Promotion System Non-Board (**EPSN**) tab.

Oracle LOCAL SUPPLEMENTAL DATABASE - Categories

SIDPERS - ARNG

SSN: XXX-XX-0538 QUERY FORM LAST NAME (FIRST FIVE): AARON ORIG: 421 SAVE CLEAR FORM

LLNG LMSC EPSB EPSN SFPA AWRD

ENLISTED PROMOTION - NON BOARD

BASIC-MKS-QUAL-BAD E YR-MO-BASIC-MKS-QUAL-BAD-DETM 200702

WPN-TYPE-FIRED-CD 23

MIL-ED-HR-CMP-QY 3

MIL-ED-CRS-WK-QY 7

Record: 1/1 ... <OSC>

**Figure 4-151. LOCAL SUPPLEMENTAL DATABASE – Categories Screen
(Enlisted Promotion)**

DRY

Table 4-147 describes the fields on the screen.

Table 4-147. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Enlisted Promotion) Description

Field/Button	Description
BASIC_MKS_QUAL_BAD	<p>BASIC MARKSMANSHIP QUALIFICATION BADGE CLASS</p> <p>The degree to which an individual has qualified in a prescribed basic individual weapons course and an appropriate bar has been furnished to denote the weapon with which the individual qualified.</p> <p>Example: E (Expert)</p>
YR_MO_BASIC_MKS_QUAL_BAD	<p>YEAR-MONTH BASIC MARKSMANSHIP QUALIFICATION BADGE CLASS DETERMINED (6N)</p> <p>The year and month an individual qualified in a prescribed basic individual weapons course and an appropriate bar was furnished to denote the weapon with which the individual qualified.</p> <p>Example: 200705 (2007 May)</p>
WPN_TYPE_FIRED_CD	<p>MILITARY WEAPON TYPE FIRED CODE</p> <p>An encoded representation of the armament shot by a service member.</p> <p>Example: 16 (M16A1 rifle)</p>
MIL_ED_HR_CMP_QY	<p>MILITARY-EDUCATION HOUR-COMPLETION QUANTITY</p> <p>A non-monetary numeric value, which shows the number of hours of military education an individual has completed.</p> <p>Example: 80 (The entry is left-justified.)</p>
MIL_ED_CRS_WK_QY	<p>MILITARY EDUCATION COURSE WEEK QUANTITY</p> <p>A non-monetary value arrived at by counting the duration in weeks of a specialty supporting course that is deemed pertinent to the career of an individual.</p> <p>Example: 24 (The entry is left-justified.)</p>

4.8.5 LOCAL SUPPLEMENTAL DATABASE – Categories Screen (SFPA)

To add or update suspension of favorable personnel action data on a service member, access this screen from the **SIDPERS Main** screen and select (Figure 4-152) **Local Supplemental DB** menu, from the **All Categories** tab and then, the **SFPA** tab.

The screenshot shows a web browser window titled "LOCAL SUPPLEMENTAL DATABASE - Categories" with the Oracle logo in the top right. The main content area is titled "SIDPERS - ARNG" and contains a form with the following fields and controls:

- SSN: QUERY FORM
- LAST NAME (FIRST FIVE): ORIG:
- Navigation tabs: LLNG, LMSC, EPSB, EPSN, **SFPA**, AWRD
- Section title: SUSPENSION OF FAVORABLE PERSONNEL ACTION
- Table structure for suspension data:

	1ST OCCUR	2ND OCCUR	3RD OCCUR	4TH OCCUR	5TH OCCUR
SFPA-INDIC:	<input type="checkbox"/>				
SFPA-RSN:	<input type="text"/> <input type="text"/>				
TYPE-SFPA-REPT:	<input type="text"/> <input type="text"/>				
DATE-REPT-SFPA:	<input type="text"/>				
DATE-REMOVED-SFPA:	<input type="text"/>				

At the bottom of the window, there is a status bar showing "Record: 1/1" and a "<OSC>" button.

Figure 4-152. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (SFPA)

Table 4-148 describes the fields on the screen.

**Table 4-148. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (SFPA)
Description**

Field/Button	Description
SFPA_INDIC	<p>SUSPENSION OF FAVORABLE PERSONNEL ACTION INDICATOR</p> <p>The existence of information in the suspension of favorable personnel action data elements.</p> <p>Example: N (No)</p>
SFPA_RSN	<p>SUSPENSION OF FAVORABLE PERSONNEL ACTION REASON</p> <p>The basis for suspending favorable personnel action on an individual.</p> <p>Example: G (Headquarters Department of the Army (HQDA) directed reassignment)</p>
TYPE_SFPA_REPT	<p>TYPE OF SUSPENSION OF FAVORABLE PERSONNEL ACTION REPORT</p> <p>The categories into which a report of suspension of favorable personnel action is divided.</p> <p>Example: C (Final favorable report)</p>
DATA_REPT_SFPA	<p>DATE OF REPORT OF SUSPENSION OF FAVORABLE PERSONNEL ACTION</p> <p>The date of the latest report of suspension of favorable personnel action.</p> <p>Example: 20070324 (24 March 2007)</p>
DATE_REMVD_SFPA	<p>DATE REMOVED SUSPENSION OF FAVORABLE PERSONNEL ACTION</p> <p>The date a suspension of favorable personnel action was removed from an individual's record.</p> <p>Example: 20070815 (15 August 2007)</p>

4.8.6 LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Personnel Awards)

This screen allows (Figure Figure 4-153) you to add or update Federal and/or state awards for a service member.

To access this screen from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu, **All Categories** and the **AWRD** tab.

The screenshot shows the 'LOCAL SUPPLEMENTAL DATABASE - Categories' window. At the top, it displays 'SIDPERS - ARNG' and search criteria: SSN: XXX-XX-0538, LAST NAME (FIRST FIVE): AARON, and ORIG: 421. There are 'SAVE' and 'CLEAR FORM' buttons. Below this are tabs for LLNG, LMSC, EPSB, EPSN, SFPA, and AWRD. The main area is titled 'PERSONNEL AWARDS' and contains two tables for award data. The first table is for YR-MO-ELIG-AFRM (201606) and the second is for YR-MO-ELIG-ARCAM (200906). Each table has columns for AWD CAT, DATE AWD, TIME GRNT, and TYP.

YR-MO-ELIG-AFRM 201606				YR-MO-ELIG-ARCAM 200906										
AWD CAT	DATE AWD	TIME GRNT	TYP	AWD CAT	DATE AWD	TIME GRNT	TYP							
1	CASAWDER	20100707	2	FED	15	MOMERTSM	20100707	28	ST	29				FED
2	CASAWDCC	20100303	2	FED	16				ST	30				FED
3	CASAWDCN	20100707	2	FED	17				ST	31				FED
4	CASAWDAE	20100202	2	FED	18				ST	32				FED
5	CASAWDAM	20100202	2	FED	19				ST	33				ST
6	CASAWDCA	20100202	22	FED	20				ST	34				ST
7	CASAWDCM	20100202	22	FED	21	MILDECC	20100505	2	FED	35				ST
8	CASAWDCR	20100202	2	FED	22	MILDECCD	20100303	2	FED	36				ST
9	CASAWDCS	20100202	2	FED	23				FED	37				ST
10	CASAWDEA	20100202	2	FED	24				FED	38				ST
11	CASAWDEM	20100202	2	FED	25				FED	39				ST
12	CASAWDEP	20100202	2	FED	26				FED	40				ST
13	MOCONSSM	20100303	2	ST	27				FED					
14	MOCOMMED	20100707	25	ST	28				FED					

Figure 4-153. LOCAL SUPPLEMENTAL DATABASE – Categories Screen (Personnel Awards)

Figure 4-153 describes the fields on the screen.

**Table 4-149. LOCAL SUPPLEMENTAL DATABASE – Categories Screen
(Personnel Awards) Description**

Field/Button	Description
YR_MO_ELIG_AFRM	<p>YEAR-MONTH ELIGIBLE FOR ARMED FORCES RESERVE MEDAL</p> <p>The year and month (YYYYMM) an individual will have completed ten, twenty, or thirty years of Reserve Component service.</p> <p>Example: 2008012 (2008 December)</p>
YR_MO_ELIG_ARCAM	<p>YEAR-MONTH ELIGIBLE FOR ARMY RESERVE COMPONENTS ACHIEVEMENT MEDAL</p> <p>The year and month the Army Reserve Components Achievement Medal would be awarded if the service member continued in an active reserve status for the requisite period of time. Enter as YYYYMM.</p> <p>Example: 200706 (June 2007)</p>
AWD CAT	<p>AWARD CATEGORY</p> <p>The tangible recognition issued by the government for an act, achievement, or service performed by an individual.</p> <p>Example: MILDECCA (Army Commendation Medal)</p>
DATE AWD	<p>DATE OF AWARD</p> <p>The latest date (YYYYMMDD) when a service member received recognition for an award.</p> <p>Example: 20071103 (03 November 2007)</p>
TIME GRNT	<p>NUMBER OF TIMES AWARD GRANTED</p> <p>The number of times an individual or unit was cited to receive a specific award.</p> <p>Example: 2 (The entry is left-justified.)</p>

4.8.7 GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (SSN) Screen

To access this screen (Figure 4-154) from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu and **GRFR-4100(SSN)**.

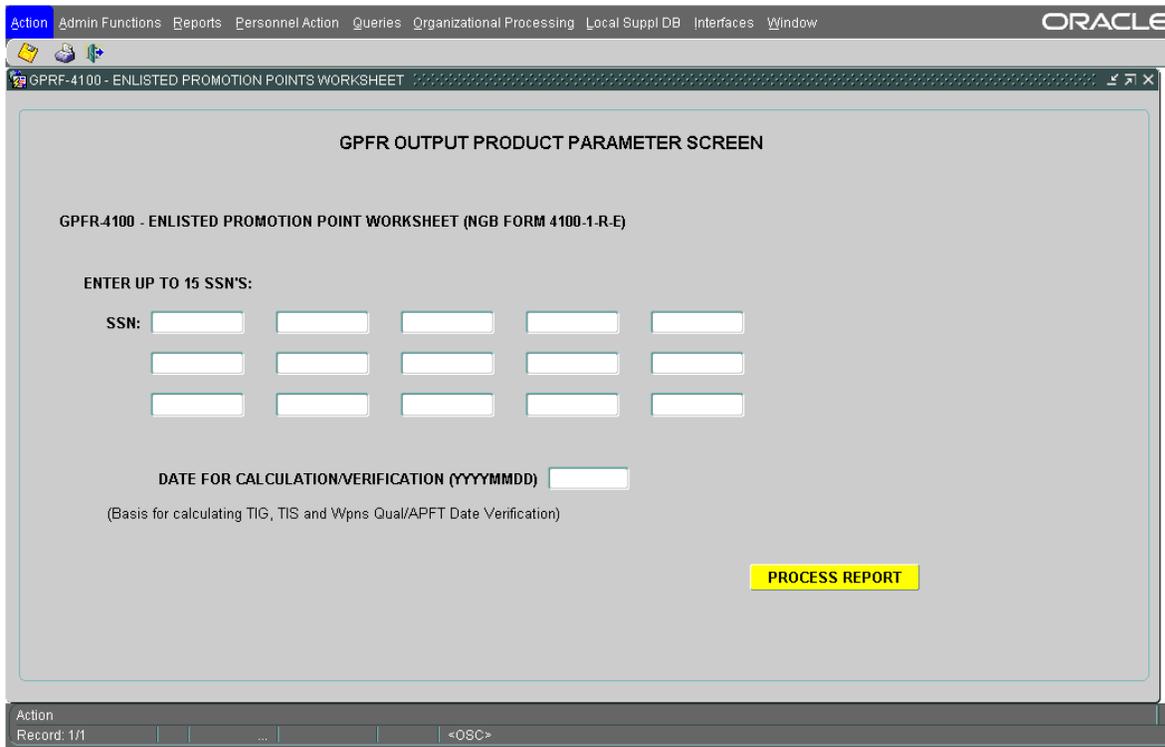


Figure 4-154. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (SSN) Screen

Table 4-150 describes the fields on the screen.

Table 4-150. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (SSN) Description

Field/Button	Description
ENTER UP TO 15 SSN's	Enter from 1 to 15 SSNs.
DATE FOR CALCULATION/VERIFICATION (YYYYMMDD)	Enter the calculation/verification date.
PROCESS REPORT	Generates the report.

4.8.8 GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (UNIT) (Page 1) Screen

To access this screen (Figure 4-154) from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu and **GRFR-4100(UNIT)**.

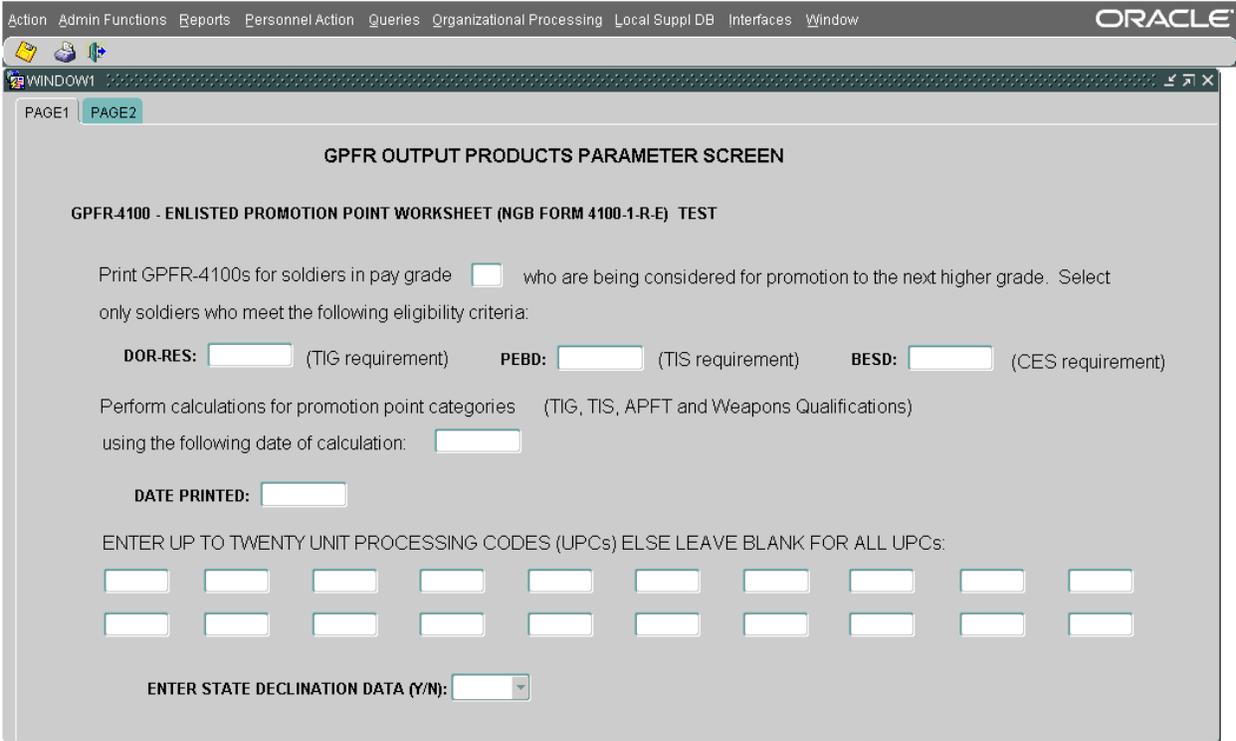


Figure 4-155. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (UNIT) (Page 1) Screen

Table 4-151 describes the fields on the screen.

Table 4-151. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (UNIT) Page 1 Description

Field/Button	Description
Print GPFR-4100s for soldiers in pay grade who are being considered for promotion to the next higher grade.	Click the drop-down menu and select the soldier’s pay grade.
Time in Grade (TIG), TIS, CES is calculated using the following date of calculation:	Enter the date (YYYYMMDD).
SELECT UP TO TWENTY UNIT PROCESSING CODES (UPCs) LEAVE BLANK FOR ALL UPCs	Click the drop-down menu and select up to 25 UPCs.
ENTER STATE DECLINATION DATA (Y/N)	Select Y or N.

4.8.9 GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (UNIT) Page 2 Screen

To access this screen (Figure 4-156) from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu and **GRFR-4100(UNIT)** and the **PAGE 2** tab.

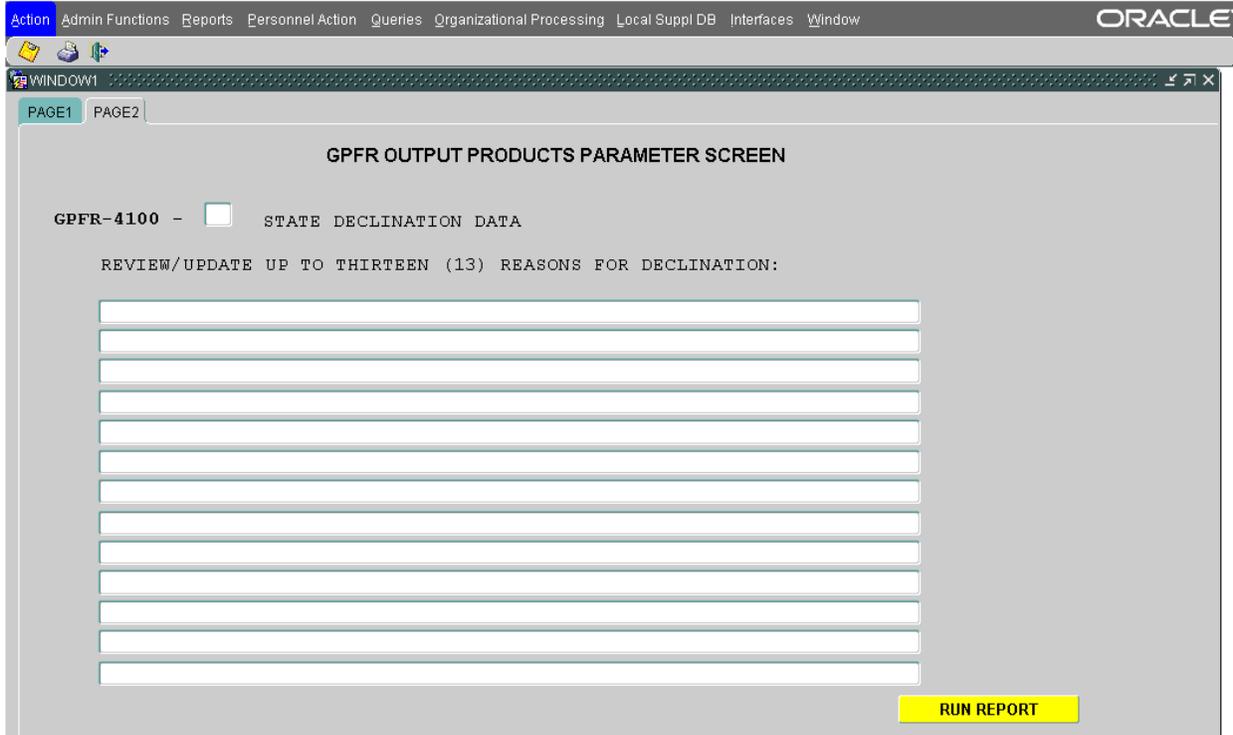


Figure 4-156. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET (UNIT) Page 2 Screen

Table 4-152 describes the fields on the screen.

Table 4-152. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET Screen Page 2 Description

Field/Button	Description
REVIEW/UPDATE UP TO THIRTEEN (13) REASONS FOR DECLINATION	Enter text for the reason that the soldier’s promotion was declined. You can list up to 13 reasons.
RUN REPORT	Generates a report.

4.8.10 GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY PR_NBR AND NAME Screen

To access this screen (Figure 4-157) from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu and **GPFR-1840 PROMOTION ELIG ROSTER PR_NBR AND NAME**.

Figure 4-157. GPFR-4100 – ENLISTED PROMOTION POINTS WORKSHEET Screen
Table 4-153 describes the fields on the screen.

Table 4-153. GPFR-1840 – PROMOTION ELIGIBILITY ROSTER Description

Field/Button	Description
DATE OF REPORT (YYYYMMDD)	Enter the report date (YYYYMMDD) that you want. The cursor automatically moves to the next field after you enter the last character.
DATE FOR SUSPENSE (YYYYMMDD)	Enter the suspense date (YYYYMMDD). The cursor automatically moves to the next field after you enter the last character.
DATE FOR BOARD (YYYYMMDD)	Enter the board date (YYYYMMDD) you want. The cursor automatically moves to the next field after you enter the last character.
Print PER for soldiers in pay grade who are being considered for promotion to the next higher grade.	Enter the pay grade to be considered for the next higher grade. The cursor automatically moves to the next field after you enter the last character.
DOR_RES (TIG requirement)	Enter the Date of Rank – Reserve (YYYYMMDD) to be considered (TIG) for the next higher grade. The cursor automatically moves to the next field after you enter the last character.

Field/Button	Description
PEBD	Enter the date (YYYYMMDD) for Time in Service (TIS) to be considered for the next higher grade. The cursor automatically moves to the next field after you enter the last character.
BESD (CES requirement)	Enter the Basic Entry Service Date (YYYYMMDD) to be considered for the next higher grade in format. The cursor automatically moves to the next field after you enter the last character.
ENTER UP TO 20 UNIT PROCESSING CODES (UPCs) ELSE LEAVE BLANK FOR ALL UPCs	If reports for specific units are required, enter UPCs of these units. You can enter up to 20 UPCs. When you have typed the last UPC, press the Enter key. If all units are required, press the Enter key without inserting any UPCs. The cursor automatically moves to the PROCESS REPORT button.
PROCESS REPORT	Generates the report. The message <i>REPORTS 1840 BEING GENERATED</i> displays. Press the Enter key and the screen automatically returns to the SIDPERS Main screen.

DRAFT

4.8.11 GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY RPT_SEQ_CODE AND NAME Screen

To access this screen (Figure 4-158) from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu and **GPFR-1840 PROMOTION ELIG ROSTER BY RPT_SEQ_CODE AND NAME**. See Table 4-153 for a description of the fields on this screen.

GPFR-1840 - PROMOTION ELIGIBILITY ROSTER BY RPT-SEQ-CODE AND NAME

DATE OF REPORT (YYYYMMDD):

DATE FOR SUSPENSE (YYYYMMDD):

DATE FOR BOARD (YYYYMMDD):

Print PER for soldiers in pay grade who are being considered for promotion to the next higher grade.

Select only soldiers who meet the following eligibility criteria:

DOR-RES: (TIG requirement) PEBD: (TIS requirement) BESD: (CES requirement)

ENTER UP TO 20 UNIT PROCESSING CODES (UPCs), ELSE LEAVE BLANK FOR ALL UPCs:

<input type="text"/>									
<input type="text"/>									

PROCESS REPORT

Action
Record: 1/1 ... <OSC>

Figure 4-158. GPFR-1840 – PROMOTION ELIGIBILITY ROSTER Screen

4.8.12 GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY NAME Screen

To access this screen (Figure 4-159) from the SIDPERS Main screen, select the Local Supplemental DB menu and selecting GPFR-1840 PROMOTION ELIG ROSTER BY NAME. See Table 4-153 for a description of the fields on this screen.

Figure 4-159. GPFR-1840 – PROMOTION ELIGIBILITY ROSTER BY NAME Screen

4.8.13 GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY UIC AND NAME Screen

To access this screen (Figure 4-160) from the SIDPERS Main screen, select the Local Supplemental DB menu, Promotions, and GPFR-1840 PROMOTION ELIG ROSTER BY UIC. See Table 4-153 for a description of the fields on this screen.

The screenshot shows a web browser window with the Oracle logo in the top right corner. The browser's address bar displays "GPFR-1840 PROMOTION ELIGIBILITY ROSTER". The main content area of the browser contains a form titled "GPFR-1840 - PROMOTION ELIGIBILITY ROSTER BY UIC AND NAME".

The form includes the following fields and options:

- DATE OF REPORT (YYYYMMDD):
- DATE FOR SUSPENSE (YYYYMMDD):
- DATE FOR BOARD (YYYYMMDD):
- Print PER for soldiers in pay grade who are being considered for promotion to the next higher grade.
- Select only soldiers who meet the following eligibility criteria:
 - DOR-RES: (TIG requirement)
 - PEBD: (TIS requirement)
 - BESD: (CES requirement)
- ENTER UP TO 20 UNIT PROCESSING CODES (UPCs), ELSE LEAVE BLANK FOR ALL UPCs:
 - Two rows of ten boxes each.
- A yellow button labeled "PROCESS REPORT" is located at the bottom right of the form area.

Figure 4-160. GPFR-1840 PROMOTION ELIGIBILITY ROSTER BY UIC AND NAME Screen

DRAFT

4.8.14 GPFR-1860 PROMOTION LIST BY GRADE AND NAME

To access this screen (Figure 4-161) from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu and **GPFR-1860 GRADE AND NAME**.

Figure 4-161. GPFR-1860 PROMOTION LIST BY GRADE AND NAME Screen

Table 4-154 describes the fields on the screen.

Table 4-154. GPFR-1860 PROMOTION LIST BY GRADE AND NAME Screen Description

Field/Button	Description
Print Promotion List for soldiers in pay grade who are being considered for promotion in the next higher grade	Enter the pay grade to be considered for the next higher grade. The cursor automatically moves to the next field after you enter the last character.
Select only soldiers who meet the following eligibility criteria DOR_RES (TIG requirement)	Enter the Date of Rank – Reserve (YYYYMMDD) to be considered (TIG) for the next higher grade in format. The cursor automatically moves to the next field after you enter the last character. Enter the Date of Rank – Reserve (YYYYMMDD) to be considered (TIG) for the next higher grade. The cursor automatically moves to the next field after you enter the last character.

Field/Button	Description
PEBD (TIS requirement)	Enter the date (YYYYMMDD) for Time in Service (TIS) to be considered for the next higher grade. The cursor automatically moves to the next field after you enter the last character.
BESD (CES requirement)	Enter the Basic Entry Service Date (YYYYMMDD) to be considered for the next higher grade in format. The cursor automatically moves to the next field after you enter the last character.
Print only soldiers with a Promotion Consideration Code Y?	Enter Y (Yes) or N (No) for printing only Promotion Consideration Code Y. The cursor automatically moves to the next field after you enter the last character.
Perform calculations for promotion point categories (TIG, TIS, APFT and Weapons Qualification using the following date established as the effective date of calculation)	Enter effective date (YYYYMMDD) of calculation. The cursor automatically moves to the next field after you enter the last character.
Date Printed	Enter the date (YYYYMMDD) when the report was printed. The cursor automatically moves to the PROCESS REPORT button.
PROCESS REPORT	Generates the report. The message <i>REPORTS 1840 BEING GENERATED</i> displays. Press the Enter key and the screen returns to SIDPERS Main screen.

4.8.15 GPFR-1860 GRADE AND CPMOS

To access this screen (Figure 4-162) from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu and **GPFR-1860 GRADE AND CPMOS**.

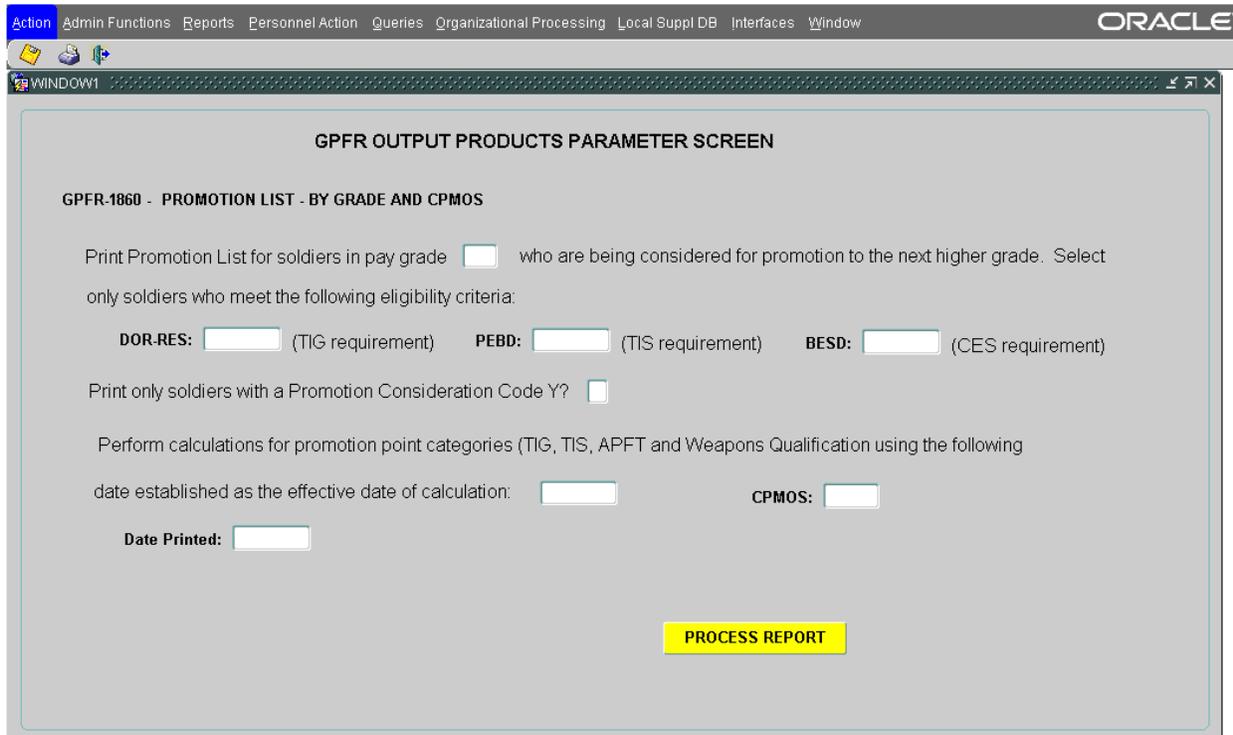


Figure 4-162. GPFR-1860 GRADE AND CPMOS Screen

NOTE:

The cursor automatically moves to the next field after you have entered the last character.

Table 4-155. GPFR-1860 GRADE AND CPMOS Screen Description

Field/Button	Description
Print GPFR-1840 for soldiers in pay grade who are being considered for promotion in the next higher grade	Enter the pay grade to be considered for the next higher grade.
DOR_RES (TIG requirement)	Enter the Date of Rank – Reserve (YYYYMMDD) to be considered (TIG) for the next higher grade.
PEBD (TIS requirement)	Enter the date (YYYYMMDD) for Time in Service (TIS) to be considered for the next higher grade.
BESD (CES requirement)	Enter the Basic Entry Service Date (YYYYMMDD) to be considered for the next higher grade.

Field/Button	Description
Print only soldier with a Promotion Consideration Code Y?	Enter <i>Y</i> (Yes) or <i>N</i> (No) for printing only Promotion Consideration code of Y .
Perform calculations for promotion point categories (TIG, TIS, APFT and Weapons Qualification using the following date established as the effective date of calculation)	Enter the effective date (YYYYMMDD) of calculation.
CPMOS	Enter the CPMOS you want.
Date Printed	Enter the date (YYYYMMDD) the report is printed. The cursor automatically moves to the PROCESS REPORT button.
PROCESS REPORT	Generate the report. The message <i>REPORTS 1840 BEING GENERATED</i> displays. Press the Enter key and the screen returns to the SIDPERS Main screen.

4.8.16 GPFR-1860 GRADE AND CPMOS LESS SSN

To access this (Figure 4-163) screen from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu and **GPFR-1860 GRADE AND CPMOS LESS SSN**.

Figure 4-163. GPFR-1860 – CPMOS PROMOTION LIST SERIES FOR GRADE (LESS SSNs) Screen

Table 4-156 describes the fields on the screen.

**Table 4-156. GPFR-1860 PROMOTION LIST SERIES FOR GRADE (LESS SSN's)
Screen Description**

Field/Button	Description
Print Promotion List for soldiers in pay grade who are being considered for promotion in the next higher grade.	Enter the pay grade to be considered for the next higher grade. The cursor automatically moves to the next field after you enter the last character.
Select only soldiers who meet the following eligibility criteria:	Enter the Date of Rank – Reserve (YYYYMMDD) to be considered (TIG) for the next higher grade in format. The cursor automatically moves to the next field after you enter the last character.
DOR_RES (TIG requirement)	Enter the Date of Rank – Reserve (YYYYMMDD) to be considered (TIG) for the next higher grade. The cursor automatically moves to the next field after you enter the last character.
PEBD (TIS requirement)	Enter the date (YYYYMMDD) for Time in Service (TIS) to be considered for the next higher grade. The cursor automatically moves to the next field after you enter the last character.
BESD (CES requirement)	Enter the Basic Entry Service Date (YYYYMMDD) to be considered for the next higher grade in format. The cursor automatically moves to the next field after you enter the last character.
Print only soldiers with a Promotion Consideration Code Y?	Enter Y (Yes) or N (No) for printing only Promotion Consideration Code Y. The cursor automatically moves to the next field after you enter the last character.
Perform calculations for promotion point categories (TIG, TIS, APFT and Weapons Qualification using the following date established as the effective date of calculation)	Enter effective date (YYYYMMDD) of calculation. The cursor automatically moves to the next field after you enter the last character.
Date Printed	Enter the date (YYYYMMDD) when the report was printed. The cursor automatically moves to the PROCESS REPORT button.
PROCESS REPORT	Generates the report. The message <i>REPORTS 1840 BEING GENERATED</i> displays. Press the Enter key and the screen returns to SIDPERS Main screen.

4.8.17 GPFR-1860 CPMOS PROMOTION LIST SERIES FOR GRADE

To access this (Figure 4-164) screen from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu and **GPFR-1860 CPMOS PROMOTION LIST**.

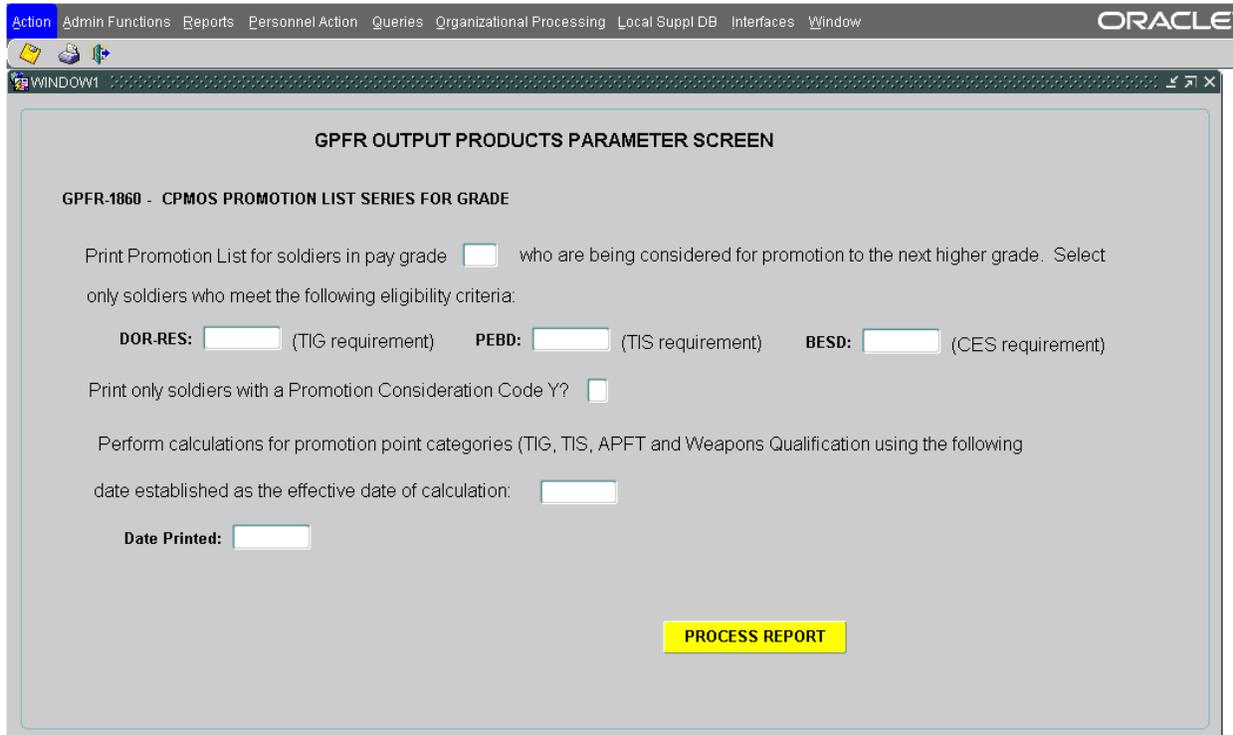


Figure 4-164. GPFR-1860 CPMOS PROMOTION LIST SERIES FOR GRADE Screen
Table 4-157 describes the fields on the screen.

Table 4-157. GPFR-1860 CPMOS PROMOTION LIST SERIES FOR GRADE Screen Description

Field/Button	Description
Print Promotion List for soldiers in pay grade who are being considered for promotion in the next higher grade	Enter the pay grade to be considered for the next higher grade. The cursor automatically moves to the next field after you enter the last character.
Select only soldiers who meet the following eligibility criteria	Enter the Date of Rank – Reserve (YYYYMMDD) to be considered (TIG) for the next higher grade in format. The cursor automatically moves to the next field after you enter the last character.
DOR_RES (TIG requirement)	Enter the Date of Rank – Reserve (YYYYMMDD) to be considered (TIG) for the next higher grade. The cursor automatically moves to the next field after you enter the last character.

Field/Button	Description
PEBD (TIS requirement)	Enter the date (YYYYMMDD) for Time in Service (TIS) to be considered for the next higher grade. The cursor automatically moves to the next field after you enter the last character.
BESD (CES requirement)	Enter the Basic Entry Service Date (YYYYMMDD) to be considered for the next higher grade in format. The cursor automatically moves to the next field after you enter the last character.
Print only soldiers with a Promotion Consideration Code Y?	Enter Y (Yes) or N (No) for printing only Promotion Consideration Code Y. The cursor automatically moves to the next field after you enter the last character.
Perform calculations for promotion point categories (TIG, TIS, APFT and Weapons Qualification using the following date established as the effective date of calculation)	Enter effective date (YYYYMMDD) of calculation. The cursor automatically moves to the next field after you enter the last character.
Date Printed	Enter the date (YYYYMMDD) when the report was printed. The cursor automatically moves to the PROCESS REPORT button.
PROCESS REPORT	Generates the report. The message <i>REPORTS 1840 BEING GENERATED</i> displays. Press the Enter key and the screen returns to SIDPERS Main screen.

4.8.18 GPFR-1860 CPMOS PROMOTION LIST LESS SSN

To access this screen (Figure 4-165) from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu and **GPFR-1860 CPMOS PROMOTION LIST LESS SSN**.

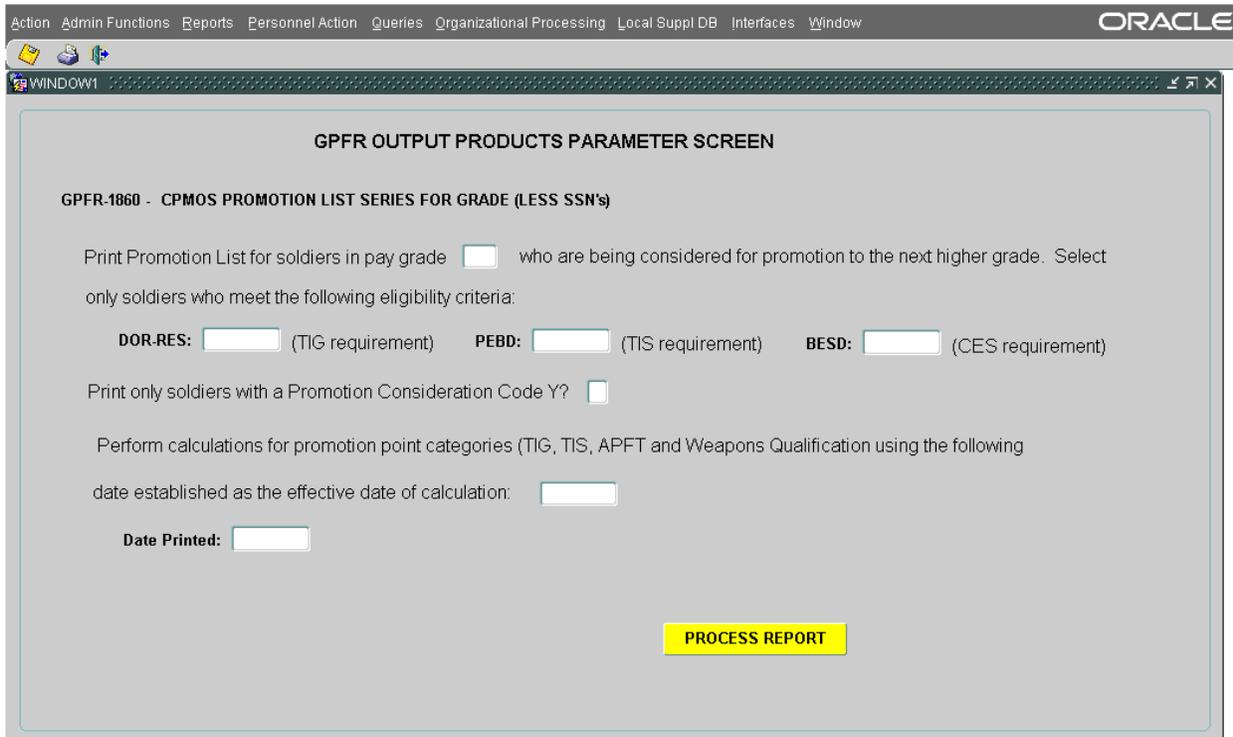


Figure 4-165. GPFR-1860 CPMOS PROMOTION LIST LESS SSN Screen

Table 4-158 describes the fields on the screen.

Table 4-158. GPFR-1860 CPMOS PROMOTION LIST LESS SSN Screen Description

Field/Button	Description
Print Promotion List for soldiers in pay grade who are being considered for promotion in the next higher grade	Enter the pay grade to be considered for the next higher grade. The cursor automatically moves to the next field after you enter the last character.
DOR_RES (TIG requirement)	Enter the Date of Rank – Reserve (YYYYMMDD) to be considered (TIG) for the next higher grade. The cursor automatically moves to the next field after you enter the last character.
PEBD (TIS requirement)	Enter the date (YYYYMMDD) for Time in Service (TIS) to be considered for the next higher grade. The cursor automatically moves to the next field after you enter the last character.

Field/Button	Description
BESD (CES requirement)	Enter the Basic Entry Service Date (YYYYMMDD) to be considered for the next higher grade in format. The cursor automatically moves to the next field after you enter the last character.
Print only soldiers with a Promotion Consideration Code Y?	Enter Y (Yes) or N (No) for printing only Promotion Consideration Code Y. The cursor automatically moves to the next field after you enter the last character.
Perform calculations for promotion point categories (TIG, TIS, APFT and Weapons Qualification using the following date established as the effective date of calculation)	Enter effective date (YYYYMMDD) of calculation. The cursor automatically moves to the next field after you enter the last character.
Date Printed	Enter the date (YYYYMMDD) when the report was printed. The cursor automatically moves to the PROCESS REPORT button.
PROCESS REPORT	Generates the report. The message <i>REPORTS 1840 BEING GENERATED</i> displays. Press the Enter key and the screen returns to SIDPERS Main screen.

4.8.19 NGABS PERSONNEL DATA EXTRACT Screen

To access this screen (Figure 4-166) from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu and **NGABS ALL PERSONNEL EXTRACT**.

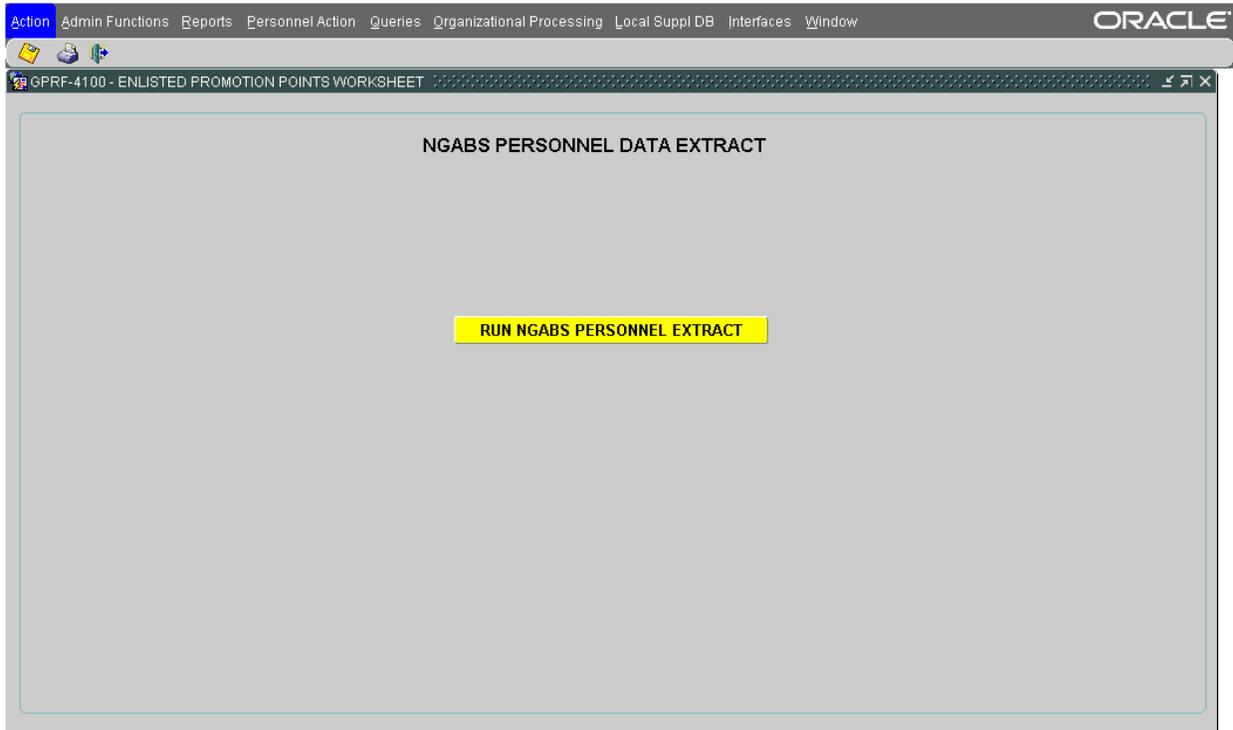


Figure 4-166. NGABS PERSONNEL DATA EXTRACT Screen

Table 4-159 describes the button on the screen.

Table 4-159. NGABS PERSONNEL DATA EXTRACT Screen Description

Field/Button	Description
RUN NGABS PERSONNEL EXTRACT	Click to extract. NGABS Personnel Extract is a tab-delimited file that pulls basic information from the personnel tables. It is uploaded into the NGABS (National Guard Advancement Board System), a system external to SIDPERS. i.e. this is a file that is generated for export into an external system.

4.8.20 E2-E4 AUTOMATIC ADVANCEMENT REPORT Screen

To access this screen (Figure 4-167) from the **SIDPERS Main** screen, select the **Local Supplemental DB** menu and **E2 E4 AUTOMATIC ADVANCEMENT REPORT**.

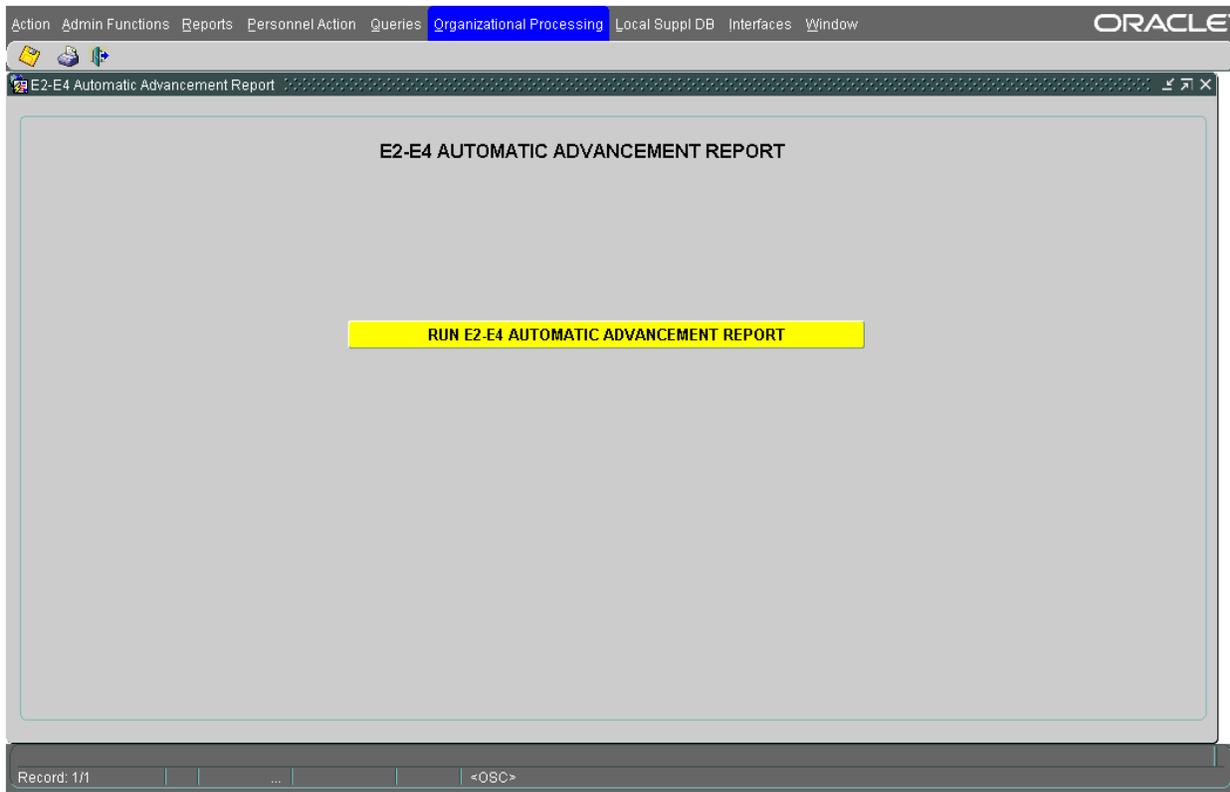


Figure 4-167. E2-E4 AUTOMATIC ADVANCEMENT REPORT Screen

Table 4-160 describes the button on the screen.

Table 4-160. E2-E4 AUTOMATIC ADVANCEMENT REPORT Screen Description

Field/Button	Description
RUN E2-E4 AUTOMATIC ADVANCEMENT REPORT	Generates a listing for E1 through E3 who are eligible for advancement to the next higher grade.

4.9 INTERFACES Screen

This function allows you to export data to UPS.

To access this screen (Figure 4-168) from the **SIDPERS Main** screen, select the **Interfaces** menu.

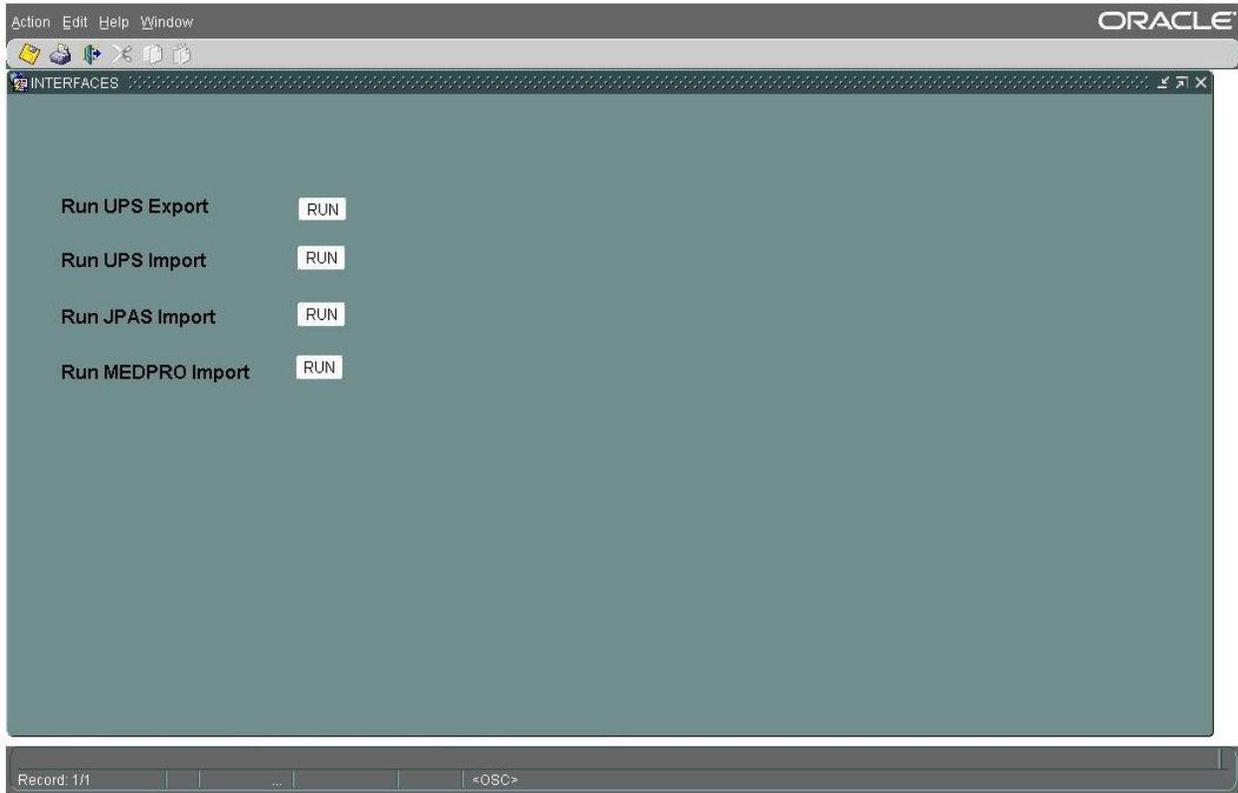


Figure 4-168. INTERFACES Screen

Table 4-161 describes the buttons on the screen.

Table 4-161. INTERFACES Screen

Field/Button	Description
Run UPS Export	This process produces 6 delimited files for export into RCAS. They are hsdasf, hsdoff, hsdspff, hsdspflf, awards.txt, and lsdb.txt.
Run UPS Import	The purpose is to import transactions processed by the external systems RCAS or ETRANS (PSG, NPSG only). This process imports into SIDPERS data from delimited files that come from these systems.
Run JPAS Import	Import process to import security data for a service member from a delimited file from TAPDB-G into SIDPERS.

Field/Button	Description
Run MEDPROS Import	Import process to import medical data from a delimited file from MEDPROS into SIDPERS.

DRAFT

5 DECENTRALIZED SIDPERS INFORMATION BRANCH (DSIB) ACCOUNT ADMINISTRATOR GUIDE

5.1 Introduction

These recommendations are based on best practices from set up through initial testing as discovered by the J1 Automation Branch Chief and ALARNG.

5.1.1 Purpose

This document describes the background, purpose, set up and recommendations for initial fielding from the Military Personnel Office perspective.

5.1.2 Background

To accomplish PSDR, additional requirements beyond the standard SIDPERS system were necessary and are as follows:

1. Only designated personnel should have the privileges to perform this work.
2. Those personnel should only have access to designated records relative to their command/unit.
3. Only designated transaction types (Mnemonics) are allowed by these personnel.
4. Auditing or tracking methods of these transactions relative to the personnel who did them.

5.2 Overview

DSIB will use 4 “new” tables within the SIDPERS Oracle Database Structure to allow restrictions on input and record access.

Dsib_usr_tbl – User Account Table
dsib_mnem_tbl – Mnemonic Table
dsib_rsc_tbl – Unit Access Table
dsib_grp_tbl – Group Information Table

The tables are inter-relational, and are the method used to manage user access by both transaction and organization. These tables will be used by the DSIB administrator to create, manage, and administer user access. A working knowledge of Structured Query Language (SQL) and access to the SIDPERS database is required by the administrator in this version. Recommend Developers at NGB level create a method to manage accounts within the Oracle 10G GUI (Graphical User Interface).

5.3 Decision Making Process

DSIB Administrator will need to receive and review several reports from the DPC prior to adding users, groups, or mnemonics to the DSIB tables.

These reports include:

- Oracle Role Report – A report that lists all SIDPERS Oracle Users and their active roles on the Oracle database (AFCOS, STANFINS, etc). This report should be used to identify which users currently have the SIDPERS role and should be assigned DSIB Roles.

- Group Report – A report that lists all Groups and their names from the Alabama Group template. This report should be used to review the Groups and determine which will be used by the test state.
- Mnemonic Report – A report that lists all Transaction Mnemonics that are assigned to each group from the Alabama Group template. This report should be used to validate the transaction mnemonics that are assigned to each group and determine which ones will be used by the beta test states.
- SIDPERS OACTS Report – A report that shows all SIDPERS user accounts and their status on the Oracle Database. Use this report to verify and validate SIDPERS accounts that will be added to DSIB.

a. Once concept of architecture was explained by DPC Personnel, it was determined that levels of User Groups were needed for different levels of activity from JFHQ to Unit. These User Groups would be the basis of restriction for both transactional input and record access. Alabama created 99 separate groups; each can be tailored for specific transactional assignment. This number was derived by the column length for the table structure that was created and may be modified as needed by each state. Individuals are assigned to a group based on job description and duty assignment.

Groups were defined for these roles;

1. Administrators – no limitation or restrictions of any type.
2. Branch Chief – no limitation on transactions or individuals. No database table access.
3. State Level – limitations on transaction (mnemonic). This includes HRO, MILPAY, and directorates within MILPO. No limitation on records.
4. State View – no limitation on records view, no transaction capability.
5. MACOM – limitations on both transactions and records.
6. MACOM View – no transaction capability, view records only.
7. Battalion – limitations on both transactions and records.
8. Battalion View – no transaction capability, view records only.
9. Company/Unit – limitations on both transactions and records.

Each state will need to determine how these groups are defined and make their own determination for how each group should function. Upon delivery, the Alabama Model will be the baseline, but each state may modify it in order to meet its own needs. Transaction input will be limited based on either assigned UPC or attached UPC. In instances where a Soldier is attached to a unit, such as Recruit Sustainment Program (RSP), the unit of assignment will not be able to input transactions on the Soldier. If the Soldier is not attached out, then input will be based on assigned UPC.

b. Using the PSDR model for what transactions could/should be processed at organizations below DCSPER level, each SIDPERS Mnemonic was researched for viability. These were then discussed with MACOM/BDE representatives to verify the list and receive input on which transactions seemed appropriate for BN S1 and Unit administrators to perform. The final list served as a “template” for each level of transactional input. Recommend that the SIDPERS Chief for each state use the same process to determine which transactions could be transferred to

other levels of input. Training was conducted on these targeted mnemonics to ensure that each level of input had a full understanding of how SIDPERS worked and interfaced with other applications.

c. Group Numbers Defined

1. Group 99 DSIB System Administrators
2. Group 97-98 Application Administrators (Branch Chiefs)
3. Group 84-96 State Level Input (Directorates such as HRO, MILPAY, etc.)
4. Group 80-83 State View Only Groups (Logistics, DOMS, J3, etc)
5. Group 01-79 Organizational Levels (MACOM, BDE, BN, Unit)

Groups below 80 will be restricted by row access (Soldier records) unless all RSCs are granted to the OACT in the DSIB_RSC_TBL. If all RSCs are granted to an OACT in this table, it will also provide the ability for the OACT to view all records. An OACT can only be placed in one GRP.

Roles	Description	Group
SIDPERS_ADMIN (SIDPERS Super User)	It is granted to the SIB Chiefs so that they may administer 100% of SIDPERS DB objects (now including the DSIB tables and other objects). Concerning DSIB, this role is usually granted to those with a DSIB group # > 96. Those in groups above 86 are not limited by DSIB and are usually granted the SIDPERS_ADMIN role. These accounts may be somewhat akin to a SIDPERS super user.	97-99
PERS_USR_ROLE (SIDPERS Power User)	This role was established by the migration team during the migration of Oracle 8i to 9i or earlier. However, it did not make it into the NGB documentation as a SIDPERS STAMIS-G role. It is an earlier version of the SIDPERS_ADMIN role and was/is granted to all of the J1/G1 SIDPERS personnel doing SIDPERS transactions. It has the privileges to insert, update, and delete all SIDPERS tables (except the DSIB parameter tables) and execute all forms, procedures, reports, and mnemonics. Most states may already have this role. With DSIB, Mnemonics are limited for groups below 97. So the SIB Chief administers the DSIB_MNEM_TBL for his/her SIDPERS personnel with designated mnemonics by assigning them in a group (or groups) in the range of 84-96. Then the SIB chief assigns that group (or groups) to his/her SIDPERS personnel. DSIB does not limit SSN access above group 79, so SIDPERS personnel in the 84-96 group range can access all SIDPERS records. Only mnemonic codes may be limited in this range. The SIB Administrator may choose not to limit mnemonics for the SIDPERS personnel by assigning all mnemonic codes to a group # and giving the personnel that group.	84-96

Roles	Description	Group
SIDPERS_SELECT_ROLE (HQ Read-Only User)	This role is for State HQ personnel outside of the SIB that needs to access any/all SIDPERS records but will not accomplish any mnemonic transactions on the records. It is for read-only purposes. These personnel are established by the SIB Administrator in DSIB group range 80-83. If they need to accomplish some Mnemonic transactions, then the SIB Administrator may grant the DSIB_USR_ROLE to them and their group number may have limited mnemonics, but this group range (+79) may still access (and potentially) change any SIDPERS record.	80-83
DSIB_USR_ROLE (DSIB User)	This role is for DSIB users outside the state HQ level (normally at the Brigades and Battalions). This role only has insert, update, and delete on SIDPERS tables and select on SIDPERS views. This role does not execute any procedures. They are in DSIB group 79 and below. DSIB groups 79 and below are limited on Mnemonic codes and Report Sequence Codes (RSC). The SIB Administrator must configure groups with mnemonic codes, place the OACT in the group, administer RSCs for the OACT in the DSIB_RSC_TBL, before the user (OACT) may access records and accomplish changes.	<79

Consideration for Full Time Unit Support Personnel (FTUS) who have positions in multiple locations (i.e. Technicians) should be made when assigning groups. For instance an Officer may have an OACT for his day to day workload, but have another requirement for Drill Status. His technician job requires him to have state level view only, but he also needs to have input capability for his command. The only method to resolve this issue would be to create 2 separate OACTs for the individual, each with different permissions and access.

5.4 Table Explanations

DSIB_USR_TBL – This table is used to establish and maintain the Oracle Account (OACT) for each individual user within the DSIB application. This table consists of 3 columns;

1. OACT – Oracle Account
2. GRP – Group to which assigned
3. INFO – Information pertinent to the individual such as Job Description, Duties, contact info, etc. Each state can use as needed. Column will hold 55 characters of information.

Individual users are assigned to groups upon request. All previously established Oracle accounts were reviewed and those that were to be used by DSIB were transferred into the OACT Table. A second Oracle account was created for these individuals based on AKO logon. This was done in order to develop a better quality assurance report(s) and a future version may allow Common Access Card (CAC) logon and/or e-mail capability. It also was an opportunity to remove many old accounts that were no longer needed. Upon implementation of DSIB, the

original 2-3 character Oracle accounts were deleted from DSIB and only the new AKO account remained.

DSIB_MNEM_TBL – This table stores the Mnemonic codes and the group associated with the transactions. Based on PSDR model of BDE/BN S1 increased responsibility, each SIDPERS Mnemonic was reviewed for transition from JFHQ to lowest level. MACOM S1 Personnel were involved in determining which transactions should be allowed at each group below JFHQ. The agreed upon transactions were associated with a Group Number. Many of these transaction mnemonics are also available in the Reserve Component Automation Systems (RCAS) Web suite of applications. J1 Personnel determined which transactions would continue to be used solely within RCAS and which DSIB transactions were needed as an enhancement. Each state will have to determine its own individual processes for these mnemonics. Once mnemonic sets are established for each group, a bulk load can be done by DPC personnel into the DSIB_MNEM_TBL. DSIB Administrators can adjust transactional capability as needed for specific MACOM/BN/Unit requests. This table has two columns;

1. Trans_Mnem – Transaction Mnemonic
2. GRP – Group

If there are no Mnemonics assigned to a group, then it becomes a VIEW only group.

DSIB_RSC_TBL – Unit Identification Code (UIC) is used as the basis for records access to both view and input transactions. The dsib_rsc_tbl will store all RSCs that a user requires. Report Sequence Codes are not used to allow access to records, but serve as the method to restrict by command structure upon creation of user accounts. The RSC is loaded into the table by an update query. The programming logic will extrapolate the UPC (Unit Processing Code) or attached UPC for individual Soldier record. This table consists of two columns;

1. OACT – Oracle Account
2. RPT_SEQ_CODE – Unique identifier for each UPC to allow for hierarchal structure.

d. **DSIB_GRP_TBL** – This table provides DSIB Administrator the ability to manage the Group Information in order to better manage and understand the group capability. This table consists of two columns;

1. GRP – Group Number
2. INFO – Information pertinent to the group such as Name of Group, Job Description, Duties, etc. Each state can use as needed. Column will hold 55 characters of information.

e. **PERS_TRANS_HIST_TBL** – This existing SIDPERS table stores information used for the QA and Audit Reports. Current SIDPERS programming does not provide a good mechanism to track transactions by input user.

Each time that a usual SIDPERS transaction is completed (committed), pertinent transaction data is written into the PERS_TRANS_HIST_TBL. The columns keep up with year, month, day, and daily sequence of the transaction. Pertinent other transaction data is written into other columns.

However, the PERS_TRANS_HIST_TBL does not keep up with “when” (the time) the transaction took place nor “who” (the user) did the transaction.

The additional audit trail capability provided by DSIB consists of adding the timestamp to the DATE_PROCESSED field and the addition of OACT (Oracle DB user account) field in the PERS_TRANS_HIST_TBL.

The DSIB_AUDIT_TRIG trigger fires (executes) each time an insert happens to the PERS_TRANS_HIST_TBL. The trigger gathers the data it needs for the timestamp and OACT. It then releases the system to write the complete PERS_TRANS_HIST_TBL record. The performance of this trigger has been tested with hundreds of batch processed records and performs well.

5.5 User Accounts

Initial account creation should be a coordinated effort between DPC and J1 Administrators. This spreadsheet will be provided to the DSIB Administrator by the DPC at a point in the installation process. After review of SIDPERS accounts and validation of transaction mnemonics the following should be provided to the DPC for bulk loading. Information should be sent to DPC using the **BULK Load** spreadsheet. The SIDPERS OACT Rpt (**SIDPERS_oact_rpt.sql**) should be used as the basis for populating the Spreadsheet SIDPERS DB User Account Column.

- a. Valid List of current Oracle accounts that will transition to DSIB.
- b. Group Number that user will be assigned in DSIB.
- c. Information – Information related to individual that Administrators may need to know.
- d. DB Role – Will be populated from group input. This will let DPC know which database role the user will need.
- e. RSC – The highest level of RSC that the user will need access to. If multiple RSCs are needed, use the wildcard % to include all RSCs below the starting point.

Once the current SIDPERS accounts have been bulk loaded into DSIB, the DSIB Administrator should also provide the DPC with the same information, but instead of the current Oracle account name, use the AKO logon. Each user will have 2 accounts for a period of time until the DSIB administrator is satisfied that the new AKO user account is working properly and then the old Oracle accounts can be deleted from both the database and the DSIB tables.

5.6 Account Management

Upon installation, the baseline directories will be created and all queries will be stored in the following location on the SIDPERS database:

Sidpers/queries/adhoc/dsidpers

The DSIB DBA should have the necessary roles to execute the sql scripts that are located in the above directory. It is also recommended that the DSIB Administrator have a working knowledge of sqlplus/vi editor or the assistance of the DPC to adjust the queries to suit the needs of the state.

Before any DSIB administration can be performed, DBA will need to perform the following tasks:

1. Create the Oracle user account with the name provided by the DSIB Administrator and assign a temporary password to the user.

```
sql_system> create user "SOME.USER" identified by grptest;
```

2. Assign connect capabilities to Oracle to that user.

```
sql_system> grant connect to "SOME.USER";
```

3. Assign the password expire function to the user.

```
sql_system> alter user "SOME.USER" password expire;
```

4. Assign the DSIB_profile function to the user.

```
sql_system> alter user "SOME.USER" profile DSIB_profile;
```

5. Grant one of the four roles provided by the DSIB administrator.

```
sql_system> grant DSIB_USR_ROLE to "SOME.USER";
```

NOTE:

If DSIB administrator changes the user's group level role, than a request has to be sent to the DBA to drop the present role and grant the new role to the user.

In support of the SIDPERS Administrator, Oracle forms have been developed to provide user friendly access to the parameter tables that will be created to control user roles and permissions. The new Oracle forms provide the SIDPERS Administrator with the ability to:

- Define groups based on roles.
- Assign a specific set of Mnemonics allowed to be used by a group.
- Assign a user to a group based on assignments and duty description.
- Assign specific RSCs to a user to limit access to personnel records.

5.6.1 Users Administration

Upon completion of approved request, the designated J1 Administrator will review the request and add new users to the DSIB_OACT_TBL. This table contains the username, group, and information related to the user's access. Each username must be unique and duplications are not allowed. Users can only be assigned to one group. Usernames are 20 characters in length and should be the same as AKO logon. The administrator will be able to click on the CREATE/UPDATE/REVIEW USERS (**Error! Reference source not found.**) form to perform user administration. When the form opens, the top portion of the form will be pre-populated with existing data from the PERS_USR_TBL. This form will allow addition, updates and/or deletion of SIDPERS users. It will also allow RSCs be added, updated or deleted from users assigned to those codes.



Figure 5-1. SIDPERS Menu

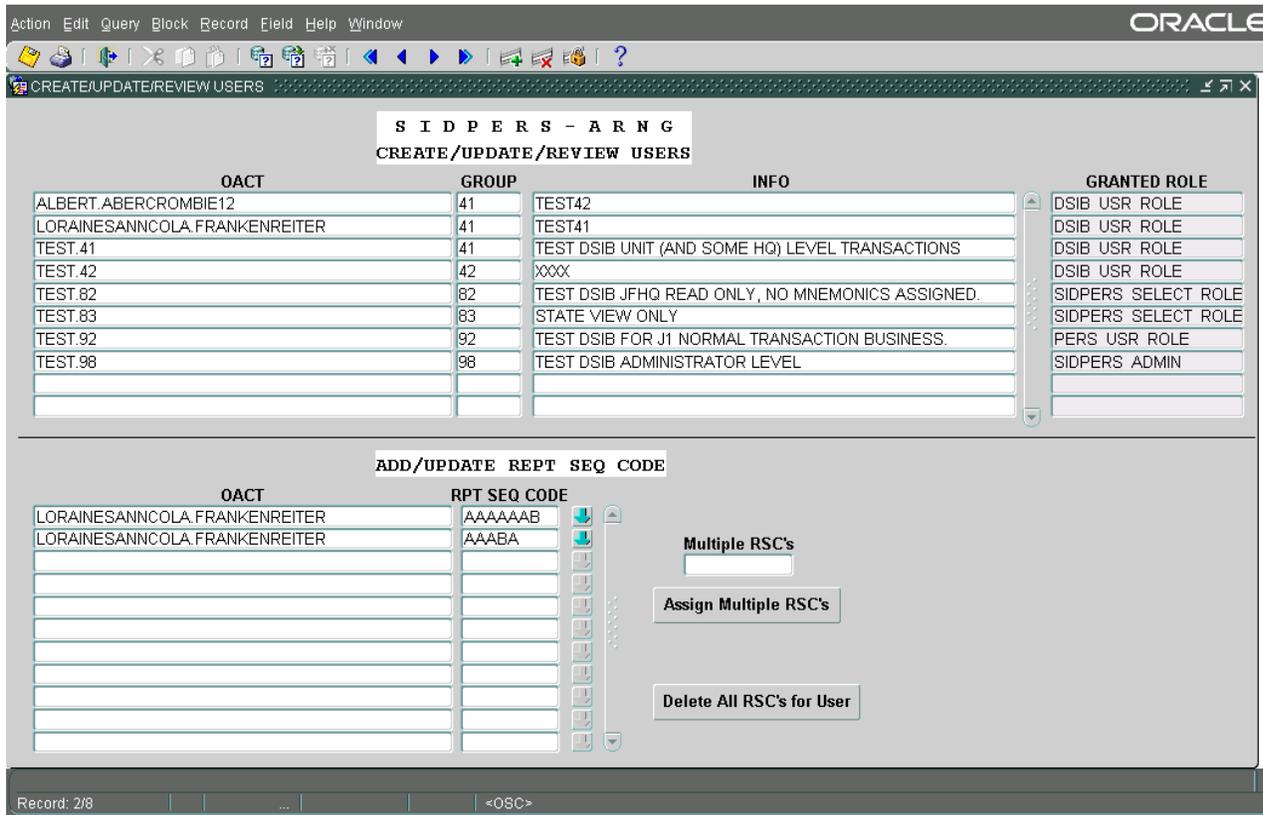


Figure 5-2. Create/Update/Review Users

To add new SIDPERS users:

1. Click on the add icon (+) or click **Record**. A drop-down menu appears.
2. Click **Insert**. A blank record will appear on the screen.
3. Enter the user ID, group, grade and highest role permitted that the user will be given in order to perform an access to perform a transaction.
4. Click the **Save** icon or click **File**. A drop-down menu appears.
5. Click **Save**. The record is saved to the PERS_USR_TBL.

To update a SIDPERS user:

1. Select and highlight the user ID to update.
2. Enter the user "ID".
3. Make corrections to the fields as applicable.
4. Click the **Save** icon or click **File**. A drop-down menu appears.
5. Click **Save**. The record will be updated in the PERS_USR_TBL.

To delete a SIDPERS user:

1. Select and highlight the user ID to delete.
2. Click the delete icon (X) or click **Record**. A drop-down menu appears.
3. Click **Remove**.

4. Click the **Save** icon or click **File**. A drop-down menu appears.
5. Click **Save**. The record is deleted from the PERS_USR_TBL.

NOTE:

GRANTED ROLE displays only fields that have been granted to the user. The field is blank if no role is granted or multiple roles have been granted.

To add a RSC to a user:

1. Select and highlight the user **to add a RSC** to I the top portion of the form.
2. Click the add icon (+) or click **Record**. A drop-down menu appears.
3. Click **Insert**. A record with the user ID pre-populated will appear on the screen.
4. Enter the RSC in the *RPT SEQ CODE* field or click the LOV button to bring the list of allowable values for the units. The data in the LOV is sorted by UPC.
5. Click the **Save** icon or click **File**. A drop-down menu appears.
6. Click **Save**. The record is saved to the PERS_RSC_TBL.

NOTE:

Multiple RCS's may be assigned by entering the RSC of the highest unit and clicking the "Assign Multiple RSC's" button. For example, by entering 'AAAA' all units with RSC having 'AAAA' as first 4 digits will be assigned.

To update a RSC for a user:

1. To update a user Select and highlight the user to
2. On the lower portion, select and highlight the record containing the RSC to update.
3. Enter the updated RSC.
4. Click the **Save** icon or click **File**. A drop-down menu appears.
5. Click **Save**. The record will be updated and saved to the PERS_RSC_TBL.

To delete a RSC from a user:

1. Select and highlight the user.
2. On the lower portion, select and highlight the record containing the RSC to delete.
3. Click the delete icon (X) or click **Record**. A drop-down menu appears.
4. Click **Remove**.
5. Click the **Save** icon or click **File**. A drop-down menu appears.
6. Click **Save**. The record is deleted from the PERS_RSC_TBL.

NOTE:

A Delete All RSC's button is provided to delete all RCS's from the user.

Alternatively, logging into SqlPlus and running the **DSIB_usr_insert.sql**, the administrator is able to input the required information. Using the **DSIB_rsc_insert.sql**, the administrator will

populate all necessary RSCs in the dsib_rsc_tbl. The query is written to allow a wildcard entry (%) at the end of the RSC. This will allow the administrator to load multiple RSCs by using the wildcard instead of entering each RSC. By omitting the wildcard, only the RSC input will be inserted. All Soldiers are assigned to a RSC of 5 to 7 characters. Each state will have a different Organizational Structure. The Administrator will need to know the command structure for each organizational level.

5.6.2 Groups Administration

Upon creation of the user account, the administrator must then assign RSC(s) to the OACT. Users can have multiple RSCs assigned, but will be limited to transactions based on group policy.

The administrator will be able to click on the CREATE/UPDATE/REVIEW GROUPS (**Error! Reference source not found.**) form to perform group administration. When the form opens, the top portion of the form will be pre-populated with existing data from the PERS_GRP_TBL. This form will allow for addition, updates, and/or deletion of groups. It will also allow for mnemonics to be added, updated, or deleted from groups.

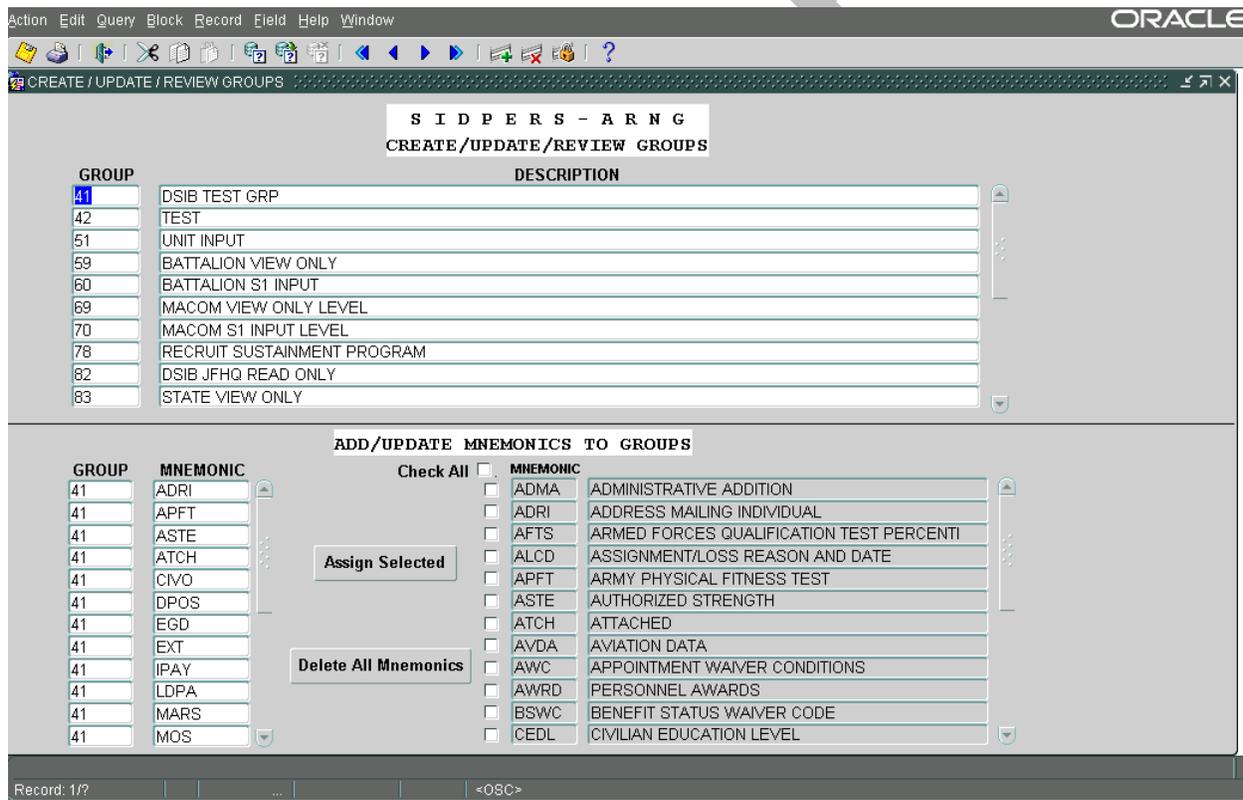


Figure 5-3. Create/Update/Review Groups

To add a group:

1. Click the add icon (+) or click **Record**. A drop-down menu appears.
2. Click **Insert**. A blank record will appear on the screen.
3. Enter the new group number and description.

4. Click the **Save** icon or click **File**. A drop-down menu appears.
5. Click **Save**. The record is saved to the PERS_GRP_TBL.

To update a group description:

1. Select and highlight the group number to update.
2. Enter the new updated group information.
3. Click the **Save** icon or click **File**. A drop-down menu appears.
4. Click **Save**. The record is updated and saved in the PERS_GRP_TBL.

To delete a group:

1. Select and highlight the group number to delete.
2. Click the delete icon (X) or click **Record**. A drop-down menu appears.
3. Click **Remove**.
4. Click the **Save** icon or click **File**. A drop-down menu appears.
5. Click **Save**. The record is deleted from the PERS_GRP_TBL.

To add a single mnemonic to a group:

1. Select and highlight the group to add a mnemonic in the upper portion.
2. Move the cursor to the bottom portion.
3. Click the add icon (+) or click **Record**. A drop-down menu appears.
4. Click **Insert**.
5. A record with the pre-populated group number will appear on the screen.
6. Enter the mnemonic in the *mnemonic* field.
7. Click the **Save** icon or click **File**. A drop-down menu appears.
8. Click **Save**. The record is updated and saved to the PERS_MNEM_TBL.

To add multiple mnemonics to a group:

1. Select and highlight the group to add a mnemonic in the upper portion.
2. Currently assigned mnemonics will appear on the bottom screen.
3. Check some or all check boxes from the display list to the right.
4. Click "Assign Selected" button. The selected mnemonics will be populated in the *mnemonics* field.
5. Click the **Save** icon or click **File**. A drop-down menu appears.
6. Click **Save**. The record is updated and saved to the PERS_MNEM_TBL.

To update a mnemonic for a group:

1. Select and highlight the group to update a mnemonic.
2. On the lower portion, select and highlight the record containing the mnemonic to update.
3. Update the *mnemonic* field.
4. Click the **Save** icon using the toolbar or click **File**. A drop-down menu appears.
5. Click **Save**. The record is saved to the PERS_MNEM_TBL.

To delete a mnemonic for a group:

1. Select and highlight the group record containing the mnemonic to delete.
2. On the lower portion, select and highlight the record containing the mnemonic to delete.
3. Click the delete icon (**X**) or click **Record**. A drop-down menu appears.
4. Click **Remove**.
5. Click the **Save** icon or click **File**. A dropdown menu appears.
6. Click **Save**. The record is deleted from the PERS_MNEM_TBL.

NOTE:

A Delete All Mnemonics button is provided to delete all mnemonics from the group.

5.7 Audit and Informational Reports

5.7.1 Reporting Capability

Audit Reports will provide the ability to capture audit trail information consisting of date, time of day, and the OACT ID of the user. This capability will be achieved by modifying the PERS_TRANS_HIST_TBL, in the current SIDPERS baseline, by adding the OACT ID of the user and the time the transaction is submitted (See Appendix A for output examples of the reports).

The SIDPERS Administrator shall have the ability to produce the following Audit Reports:

- **By Date** – This report will display a list of all transactions completed within a provided date range. This report will provide all transactions by type, user, and date processed.
- **By Mnemonic** – This report will display a list of all transactions completed within a provided date range and for a specific mnemonic. The report provides transactional data related to the mnemonic in order of date and time processed.
- **By User** – This report will display a list of all transactions completed within a provided date range and for a specified OACT. The report provides all transactions done by the user for the given date range in order of date and time processed.
- **By Individual** – This report will display a list of all transactions done within a provided date range and for a specified SSN. This report provides transactional data related to an individual Soldier in order of date and time processed.

Informational Reports will provide the ability to monitor and maintain visibility of users, groups, and mnemonics (See Appendix B for output examples of the reports).

The SIDPERS Administrator shall have the ability to produce the following Informational Reports:

- **User Information Report** – This report will display Group Number, OACT, and Info. This report will generate two listings, one sorted by OACT, and one sorted by Group.
- **Mnem Information Report** – This report will display Group Number and Mnemonic and will be sorted by group assigned.

- RSC Information Report – This report will display which units(s) a specified user can access. The report will include OACT, RSC, and will be sorted by RSC.
- Unit Information Report – This report will display information that shows to which group users are assigned. Report will show OACT, RSC, UPC and Unit Name, and will be sorted by RSC.

Figure 5-4. Admin Audit/Informational Reports

5.8 Security for Accounts

Each User will be assigned an initial password upon account creation from DPC. Upon initial logon by the user, the password will expire and the user will be prompted to create a new password that only the user will know. These passwords are currently set to expire every 120 days. At 10 days before expiration, the user will receive a notification that the password will expire. The user will not be able to change the password until the expiration date. DSIB has specific requirements that passwords must adhere to:

- Minimum Length is 14 characters
- Must include at least 2 uppercase and 2 lowercase letters
- Must contain at least 2 numbers
- Must contain at least 2 of the following special characters:

! # + , - : ; < = > ? _

NOTE :

If your state is currently using Oracle Profiles for your SIDPERS users, you can continue using your current requirements rather than incorporating the DSIB_Profile profile.

Other password settings are:

- e. Unlimited idle time
- f. 3 failed logon attempts before lockout
- g. Password Reuse Time is 0 – user cannot immediately reuse the same password. User can reuse the password upon the tenth password change.
- h. Password Reuse Max is 10 – can reuse password, but only 10 times
- i. Password Grace Time to change the password is 5 days after expiration. After Grace Time has passed, then DPC must be contacted to reset.

NOTE:

Current Password settings will be in compliance with DA Security Requirements.

5.8.1 Updating Accounts

Upon notification that a Soldier has been reassigned, transferred, or have had an AKO username change, the appropriate DSIB tables should be updated to reflect those changes.

5.9 Reports for Subordinate Commands

ALARNG J1 Personnel have identified a need for report(s) that subordinate commands could use to monitor and track transactions for their assigned administrative personnel. These reports could be used to identify units or personnel that provide excellent service or those that are not as proficient as others. These reports should be added to future versions of DSIB and should be available to subordinate commands outside of the sidpers/reports/output directory. Ideally, these reports would show transaction counts by individual user, total transaction counts by user, transactional accounts by unit/command, etc.

APPENDIX A – AUDIT REPORTS

The Reports (.lst file) can be located in the /sidpers/queries/adhoc/sidpers directory.

Audit Report by Date. The file name of the report is audit_rpt_by_date.lst.

Mon Jan 24		AUDIT REPORT BY DATE								page 1
TRAN	TRNS_DOC	ORI	TRANS_SSN	TRANS	T_UPC	DATE_PROC	TIMESTAMP	USR	TRANS_DATA	
LLNG	421	xxxxx0538	AARON			19-OCT-10	10:48:28	TEST.41	1200105381010191481005AJBB12645C	
LLNG	421	xxxxx0538	AARON			20-OCT-10	11:53:02	TEST.41	1481005AJBB12645C 1004AABB10045C 1005	
EPSB	421	xxxxx0538	AARON			20-OCT-10	11:53:02	TEST.41	73 N 6 45 67 78102	
LLNG	421	xxxxx0538	AARON			22-OCT-10	11:53:10	TEST.41	1501005AJBB12645C 1004AABB10045C 1005	
EPSB	421	xxxxx0538	AARON			22-OCT-10	11:53:10	TEST.41	73. N 6 45 67 80102	
EPSN	421	xxxxx0538	AARON			22-OCT-10	11:53:10	TEST.41	E070223 3 7	
AWRD	421	xxxxx0538	AARON			22-OCT-10	13:47:28	TEST.41	CASAWDAA100101 1MOMERTSM10010313	
AWRD	421	xxxxx0538	AARON			22-OCT-10	13:49:20	TEST.41	CASAWDAP100505 5MOCONSSM100606 6	
AWRD	421	xxxxx0538	AARON			22-OCT-10	13:51:18	TEST.41	MILDECCV100303 3	
AWRD	421	xxxxx0538	AARON			22-OCT-10	14:01:24	TEST.41	MOCOMMED100707 7	
AWRD	421	xxxxx0538	AARON			22-OCT-10	14:02:35	TEST.41	CASAWDAA100101 3MOCOMMED100707 8	
AWRD	421	xxxxx0538	AARON			22-OCT-10	14:57:34	TEST.41	CASAWDAA100101 4CASAWDCC100303 8CASAWDCN100707 9 MOCOMMED100707 2	
AWRD	421	xxxxx0538	AARON			22-OCT-10	14:59:16	TEST.41	CASAWDAA100101 3CASAWDCC100303 5CASAWDCN100707 2MOCOMMED100707 5	
AWRD	421	xxxxx0538	AARON			22-OCT-10	14:59:56	TEST.41	MOCONSSM100303 7	
AWRD	421	xxxxx0538	AARON			22-OCT-10	15:00:31	TEST.41	CASAWDAA100101 1CASAWDCC100303 1CASAWDCN100707 1MOCONSSM100303 1 MOCOMMED100707 1	

15 rows selected.

Figure A-1. Audit Report by Date

Audit Report by Mnemonic. The file name of the report is audit_rpt_by_mnem.lst.

Mon Jan 24		AUDIT REPORT BY MNEMONIC								page 1
TRAN	BA	TRNS_DOC	ORI	TRANS_SSN	T_UPC	DATE_PROC	TIMESTAMP	OACT	TRANS_DATA	
ATCH	AV	TEST	133	xxxxx8208		28-DEC-10	13:08:50	TEST.41	D 31	
ATCH	AV	TEST	133	xxxxx3073		29-DEC-10	15:01:23	TEST.41	258D XAVA241	
ATCH	AV	TEST	133	xxxxx4350		30-DEC-10	13:25:30	TEST.41	258A101230111230XAVA241	
ATCH	AV	TEST	133	xxxxx4350		30-DEC-10	15:13:42	TEST.41	D 31	
ATCH	AV	TEST	133	xxxxx3066		21-DEC-10	10:11:38	TEST.41	D AXAXA31	
ATCH	AV	TEST	133	xxxxx9281		22-DEC-10	16:41:51	TEST.41	351B101212111212POTAA45	
ATCH	AV	TEST	100	xxxxx2714		23-DEC-10	12:12:49	TEST.41	D 7772731	
ATCH	AV	TEST	133	xxxxx7170		23-DEC-10	16:24:56	TEST.41	258A101223111223XAVA245	

8 rows selected.

Figure A-2. Audit Report by Mnemonic

Audit Report by User. The file name of the report is audit_rpt_by_user.lst

Mon Jan 24										page 1
AUDIT REPORT BY USER										
TRAN	BA	TRNS_DOC	ORI	TRANS_SSN	T_UPC	DATE_PROC	TIMESTAMP	OACT	TRANS_DATA	
LLNG	AL	421	xxxxx0538			19-OCT-10	10:48:28	TEST.41	xxxxx05381010191481005AJBB12645C	
LLNG	AL	421	xxxxx0538			20-OCT-10	11:53:02	TEST.41	1481005AJBB12645C 1004AABB10045C 1005	
EPSB	AL	421	xxxxx0538			20-OCT-10	11:53:02	TEST.41	73 N 6 45 67 78102	
LLNG	AL	421	xxxxx0538			22-OCT-10	11:53:10	TEST.41	1501005AJBB12645C 1004AABB10045C 1005	
EPSB	AL	421	xxxxx0538			22-OCT-10	11:53:10	TEST.41	73. N 6 45 67 80102	
EPSN	AL	421	xxxxx0538			22-OCT-10	11:53:10	TEST.41	E070223 3 7	
AWRD	AL	421	xxxxx0538			22-OCT-10	13:47:28	TEST.41	CASAWDAA100101 1MOMERTSM10010313	
AWRD	AL	421	xxxxx0538			22-OCT-10	13:49:20	TEST.41	CASAWDAP100505 5MOCNSSM100606 6	
AWRD	AL	421	xxxxx0538			22-OCT-10	13:51:18	TEST.41	MILDECCV100303 3	
AWRD	AL	421	xxxxx0538			22-OCT-10	14:01:24	TEST.41	MOCOMMED100707 7	
AWRD	AL	421	xxxxx0538			22-OCT-10	14:02:35	TEST.41	CASAWDAA100101 3MOCOMMED100707 8	
AWRD	AL	421	xxxxx0538			22-OCT-10	14:57:34	TEST.41	CASAWDAA100101 4CASAWDCC100303 8CASAWDCN100707 9 MOCOMMED100707 2	
AWRD	AL	421	xxxxx0538			22-OCT-10	14:59:16	TEST.41	CASAWDAA100101 3CASAWDCC100303 5CASAWDCN100707 2MOCOMMED100707 5	

13 rows selected.

Figure A-3. Audit Report by User

Audit Report by Individual. The file name of the report is audit_rpt_by_ssn.lst

Mon Jan 24										page 1
AUDIT REPORT BY SSN										
TRAN	BA	TRNS_DOC	ORI	TRANS	TRANS_SSN	T_UPC	DATE_PROC	TIMESTAMP	OACT	TRANS_DATA
RFP	AL		LIVIN	xxxxx0021			03-NOV-10	16:13:05	TEST.41	TESTING
RFP	AL		LIVIN	xxxxx0021			03-NOV-10	16:31:28	TEST.41	060606VBZD00540192Y10AQ
RFP	AL		LIVIN	xxxxx0021			03-NOV-10	16:38:38	TEST.41	060606VBZD005 401 92Y10 QQ
RFP	AL		LIVIN	xxxxx0021			03-NOV-10	16:40:55	TEST.41	060606VBZD005 401 92Y10 YYSQ
RFP	AL		LIVIN	xxxxx0021			03-NOV-10	16:41:31	TEST.41	060606VBZD0052401 SQ
RFP	AL		LIVIN	xxxxx0021			03-NOV-10	16:43:13	TEST.41	060606VBZD005 401 92Y10 SQ
RFP	AL		LIVIN	xxxxx0021			03-NOV-10	16:43:23	TEST.41	060606VBZD0052401 SQ
RFP	AL		LIVIN	xxxxx0021			03-NOV-10	16:49:36	TEST.41	060606VBZD005 401 92Y10YY SQ
RFP	AL		LIVIN	xxxxx0021			03-NOV-10	16:50:54	TEST.41	060606VBZD005 401 92Y10 QQ 100707

9 rows selected.

Figure A-4. Audit Report by SSN

APPENDIX B – INFORMATIONAL REPORTS

The Reports (.lst file) can be located in the /sidpers/queries/adhoc/dsidpers directory.

User Information Report. The file name of the report is dsib_user_rpt.lst.

Mon Jan 24			ORACLE ACCOUNT ORDER	page	1
	GROUP	O&CT	INFO		
	41	TEST.41	Test DSIB unit (and some HQ) level transactions		
	42	TEST.42	XXXX		
	51	NOGINA	Alexander Nogin		
	82	TEST.82	Test DSIB JFHQ read only, no mnemonics assigned.		
	92	TEST.92	Test DSIB for J1 normal transaction business.		
	96	JEROMEW	Jerome Williams		
	98	TEST.98	Test DSIB administrator level		
	99	SIDPERS	SIDPERS		
Mon Jan 24			GROUP ORDER	page	1
	GROUP	O&CT	INFO		
	96	JEROMEW	Jerome Williams		
	51	NOGINA	Alexander Nogin		
	99	SIDPERS	SIDPERS		
	41	TEST.41	Test DSIB unit (and some HQ) level transactions		
	42	TEST.42	XXXX		
	82	TEST.82	Test DSIB JFHQ read only, no mnemonics assigned.		
	92	TEST.92	Test DSIB for J1 normal transaction business.		
	98	TEST.98	Test DSIB administrator level		

Figure B-1. DSIB User Information Report

Mnemonic Information Report. The file name of the report is dsib_mnem_rpt.lst

41	Dsib Test Grp	APFT	ASTE	ATCH	CIVO	DPOS	EGD	EXT	IPAY	LDPA	MARS	NPSG	RACE	RELG	RFP	ROTC	SBP	SEX	SGLI	SSN	TAX	UTSP																																										
51	Unit Input	ADRI	APFT	CIVO	DPOS	EGD	EXT	LDPA	MARS	RACE	RELG	ROTC	SBP	SEX	SGLI	TAX	UTSP																																															
59	Battalion View Only	ADMA	ADRI	AFTS	ALCD	APFT																																																										
60	Battalion S1 Input	ADRI	AFTS	APFT	AVDA	CIVO	DPOS	EADT	EERF	EGD	EXT	GRCD	GRCH	LANG	LDPA	MARS	MILE	MLED	NAME	RACE	RADT	RELG	ROTC	SBP	SEX	SGLI	TAX	TOER	UTSP																																			
70	Macom S1 Input Level	ADRI	AFTS	APFT	AVDA	CEDL	CIVO	CREL	DOB	DOR	DPOS	EADT	EERF	EGD	EXDA	EXT	GRCH	IPAY	LANG	LDPA	MARS	MILE	MISC	MLED	NAME	PPAY	RACE	RADT	RELG	ROTC	RTWV	SBP	SEX	SGLI	TAX	TOER	TRF	UTSP																										
78	Recruit Sustainment Program	ADRI	AFTS	CEDL	CITZ	CIVO	DOB	EADT	ENOP	EWCD	EXT	GRCD	GRWV	IADT	MARS	MISC	RACE	RELG	ROTC	SGLI	TAX	UTSP																																										
82	Dsib Jfhq Read Only	ADRI																																																														
85	Health Services Office	BSWC	DECD	DPOS																																																												
86	Human Resources Office	ADRI	CIVO	CREL	DPOS	EADT	EERF	EXT	MILE	MISC	MLED	PPAY	RADT	RELG	SGLI	TAX	UTSP																																															
87	Recruiting Extensions	ADRI	AFTS	CEDL	CITZ	CIVO	DOB	ENOP	EWCD	EXT	GRCD	GRWV	IADT	IPAY	LDPA	MARS	MISC	RADT	RELG	RENL	SGLI	TAX																																										
88	Education Services	AFTS	CEDL	DPOS	ERBR	EXT	IADT	MGIB	MISC	MOS	RADT	RENL	ROTC	TOER	TRF																																																	
91	Military Pay Branch	ADRI	AVDA	CREL	DOB	GRCD	GRCH	IPAY	LANG	MARS	NAME	PEBD	PPAY	SGLI	SPAY	SSN	TAX	UTSP																																														
92	Security Section	AWC	CITZ	DPOS	EWCD	MISC	MOS	PADR	RTWV	SCYC																																																						
93	Rpam	ADMA	ADRI	ALCD	CITZ	CIVO	COCD	CPSD	DECD	DOB	DSCH	EADT	ERRO	ESMO	EXDA	GRCD	GRCH	GRWV	IADT	IPCD	MARS	MISC	MLED	NAME	PEBD	RACE	RADT	RELG	RING	RYE	SBP	SEP	SEX	SGLI	SRCW	SSN	TAX	TING	TOER	TRF	TYCS	UTSP																						
94	Enlisted Promotions	AFTS	APFT	DOR	DPOS	GRCD	GRCH	GRWV	MILE	MLED	MOS	PEBD																																																				
95	Personnel Actions Branch	ADRI	APFT	ASTE	ATCH	AVDA	BSWC	CEDL	CITZ	CIVO	COCD	CPSD	CREL	DECD	DOB	DOR	DPOS	DSCH	EADT	EERF	EGD	ENOP	ERRO	ESMO	EWCD	EXDA	EXT	GRCD	GRCH	GRWV	IADT	IPAY	IPCD	LANG	LDP	LDPA	MARS	MISC	MLED	MOS	NAME	OIUG	OIUL	PEBD	PPAY	PRSC	PSG	QSRC	RACE	RADT	RELG	RENL	RING	ROTC	RTWV	SBP	SCYC	SGLI	SSN	TAX	TING	TOER	TRF	UTSP
96	Officer Mgmt Branch	ADRI	APFT	ATCH	AVDA	AWC	BSWC	CEDL	CITZ	CIVO	COCD	CPSD	CREL	CUSD	DECD	DOB	DOR	DPOS	EADT	EERF	EGD	ERRO	ESMO	EXDA	FRG	GRCD	IPAY	IPCD	LANG	LDP	LDPA	MARS	MISC	MLED	MOS	MPBR	MRD	NAME	PCC	PPAY	PPED	PSG	QSRC	RACE	RADT	RELG	RENL	RING	ROTC	RTWV	SBP	SCYC	SEP	SEX	SGLI	SPAY	SRCW	SSI	SSN	TAX	TING	TRF	UTSP	

Figure B-2. DSIB Mnemonic Information Report

RSC Information Report. The file name of the report is dsib_rsc_rpt.lst

```

Mon Jan 24                                     page 1
                                REPORT SEQUENCE CODE INFORMATION
OACT          RSC      RSC      RSC      RSC      RSC      RSC      RSC
-----
TEST.41      AAAAA  AAAAAAB AAAAAAC AAAAAAE AAAAAAG AEBF
            AAAAAA  AAAAAAB AAAAAAD AAAAAAF ACBD  AEDA
  
```

Figure B-3. DSIB Information Report

Unit Information Report. The file name of the report is dsib_unit_rpt.lst

```

Mon Jan 24                                     page 1
                                ORACLE ACCOUNT ORDER
GROUP OACT          INFO
-----
  41 TEST.41      Test DSIB unit (and some HQ) level transactions
  42 TEST.42      XXXX
  51 NOGINA       Alexander Nogin
  82 TEST.82      Test DSIB JFHQ read only, no mnemonics assigned.
  92 TEST.92      Test DSIB for J1 normal transaction business.
  96 JEROMEW      Jerome Williams
  98 TEST.98      Test DSIB administrator level
  99 SIDPERS      SIDPERS

Mon Jan 24                                     page 1
                                GROUP ORDER
GROUP OACT          INFO
-----
  96 JEROMEW      Jerome Williams
  51 NOGINA       Alexander Nogin
  99 SIDPERS      SIDPERS
  41 TEST.41      Test DSIB unit (and some HQ) level transactions
  42 TEST.42      XXXX
  82 TEST.82      Test DSIB JFHQ read only, no mnemonics assigned.
  92 TEST.92      Test DSIB for J1 normal transaction business.
  98 TEST.98      Test DSIB administrator level
  
```

Figure B-4. DSIB Unit Information Report

APPENDIX C – ACRONYMS AND ABBREVIATIONS

Acronym/Abbreviation	Meaning
ABBA	Abbreviations
ADMA	Administrative Addition
ADRI	Address Mailing Individual
ADSW	Active Duty for Special Work
ADT	Active Duty for Training
AFQT	Armed Forces Qualification Test
AFTS	Armed Forces Qualification Test Percentile
AGR	Active Guard/Reserve
AITS	Advanced Information Technology Systems
ALCD	Assignment/Loss Reason and Date
AMEED	Army Medical Department
APFT	Army Physical Fitness Test
API	Application Programmer Interface
APO/FPO	Army Post Office/Fleet Post Office
AREAX	Identification of the Army Area and State or country location of an organization
ARNG	Army National Guard
ARNG-HRP	Army National Guard Personnel Division
ARNG-IMS	Army National Guard Information Systems Division
ASCII	American Standard Code for Information Interchange
ASI	Additional Skill Identifier
ASSI	Additional Specialty Skill
ASTE	Authorized Strength

Acronym/Abbreviation	Meaning
ATCH	Attached
AUTODIN	Automatic Digital Network
AVDA	Aviation Data
AWARDSCOOP	AWARDS Continuity of Operations data dump file
AWC	Appointment Waiver Conditions
AWCD	Appointment Waiver Condition
AWRD	Award
BESD	Basic Entry Service Date
BMO	Business Management Office
BSWC	Benefit Status Waiver Code
CAC	Common Access Card
CDRL	Contract Data Requirements List
CEDL	Civilian Education Level
CES	Cumulative Enlisted Service
CITZ	Citizenship Status, U.S. Origin
CIVO	Civilian Occupation
CM	Configuration Management
COCD	Current Organization Identification
COR	Contracting Officer's Representative
CPMOS	Career Progression Military Occupational Specialty
CPSD	Current Procurement and Date
CREL	Conditional Release
CWSD	Commissioned/Warrant Officer Service Date

Acronym/Abbreviation	Meaning
DA	Department of the Army
DB	Database
DBA	Database Administrator
DECD	Deceased
DEERS	Defense Enrollment Eligibility Reporting System
DERC	Date of Initial Entry into a Reserve Component
DMOS	Duty Military Occupational Specialty
DOB	Date of Birth
DoD	Department of Defense
DOR	Date of Rank Reserve
DPOS	Duty Position
DSCH	Discharge
DSIB	Decentralized SIDPERS
DSS	Duty Specialty Secondary
DSSI	Duty Specialty Skill Identifier
EADT	Enter Active Duty Training
EAUTH	Enlisted Authorized Strength
ECF	Error Control File
EER	Enlisted Evaluation Report
EERF	Evaluation Report
EGD	Ethnic Group
ENOP	Enlistment Option Period
EPSN	Enlisted Promotion System Non-Board

Acronym/Abbreviation	Meaning
ERBR	Enlistment/Reenlistment Bonus – Reserve
EREQ or EREQD	Enlisted Required Strength
ERRO	Expiration Ready Reserve Obligation Date
ESMO	Expiration Statutory Military Obligation
ETF	Error Transaction File
ETS	Expiration Term of Service
EWCD	Enlistment Waiver Condition
EXDA	Expiration Date of Attachment
EXT	Extension
FOL	Field Operating Level
FPO	Fleet Post Office
FRG	Federal Recognition Identification
GPFD	General Purpose Financial Daily Report
GPFM	General Purpose Financial Monthly Report
GPFR	General Purpose Financial Report
GRCD	Grade Abbreviation and Code
GRCH	Grade Change
GRP	Group
GRWW	Grade Change Waiver
HOL	Headquarters Operating Level
HP-UX	Hewlett Packard – UNIX
HQDA	Head Quarters Department of the Army
IADT	Initial Active Duty Training

Acronym/Abbreviation	Meaning
ID	Identification
IDT	Inactive Duty Training
IET	Initial Entry Training
ING	Inactive National Guard
IPAY	Incentive Pay
IPCD	Initial Procurement and Date
IRS	Internal Revenue Service
JPAS	Joint Personnel Adjudication System
JSS-RC	Joint Services System-Component
LANG	Language Identity
LDP	Local Data – Personnel
LDPA	Local Data – Personnel Addendum
LES	Leave and Earning Statement
LIC	Language Identity Code
LSDB	Local Supplemental Database
LSDBCOOP	Local Supplemental Database Data Dump File
MARS	Marital Status
MEDPROS	Medical Protection System
MGIB	Montgomery G.I. Bill Benefit
MISC	Miscellaneous
MLED	Military Education Completed
MOS	Military Occupational Specialty
MPB	Military Pay Branch

Acronym/Abbreviation	Meaning
MPBR	Mandatory Promotion Board Results
MPC	Military Personnel Class
MPS	Military Pay Section
MRD	Mandatory Removal Reason and Date
MTOE	Modified Table of Organization and Equipment
NCO	Non-Commissioned Officer
NCOES	Non-Commissioned Officer Education System
NGABS	National Guard Advancement Board System
NGB	National Guard Bureau
NPS	Non-Prior Service
NPSG	Non-Prior Service Gain
OACT	Oracle Account
OER	Officer Evaluation Report
OESTS	Organization Status Code
OIUG	Intact Unit Gain
OIUL	Intact Unit Loss
OIUR	Intact Unit Return
OREQD	Officer Required Strength
PADR	Privacy Act Disputed Record
PAOD	Planned Activation/ Organization Date
PC	Personal Computer
PCC	Promotion Consideration Code
PD	Project Directorate

Acronym/Abbreviation	Meaning
PEBD	Pay Entry Basic Date
PECOD	Program Element Code
PMOS	Primary Military Occupational Specialty
PMOSD	Primary Military Occupational Specialty Designator
PPAY	Proficiency Pay
PPED	Projected Promotion Eligibility Date
PPS	Packets per Second
PRP	Personnel Reliability Program
PRSC	Previous Record Status and Date
PSDR	Personnel Services Delivery Redesign
PSG	Prior Service Gain
PSSI	Primary Specialty Skill Identifier
PULHES	Physical Capacity Indicator, Upper Extremities Capacity Indicator, Lower Extremities Capacity Indicator, Hearing/Ears Capacity Indicator, Eyes/Vision Capacity Indicator, and Psychiatric Capacity Indicator
QA	Quality Assurance
QSRC	Qualitative Selective Retention Identifier
RACE	Race/Population Group
RADT	Release from Active Duty
RC	Reserve Component
RCAS	Reserve Component Automation Systems
RELG	Religious Denomination
RENL	Reenlistment
RFP	Recruit Force Pool

Acronym/Abbreviation	Meaning
RING	Return from Inactive National Guard
ROTC	Reserve Officer Training Corps
RPAM	Retirement Points Accounting Management
RPAS	Retirement Points Accounting System
RSP	Recruit Sustainment Program
RTWV	Retention Waiver
RYE	Retirement Year Ending Date
SA	System Administrator
SAIC	Science Applications International Corporation
SASF	SIDPERS Authorized Strength File
SBP	Survivor Benefit Plan
SCYC	Security Clearance
SEP	Separation
SFPA	Suspension of Favorable Personnel Actions
SFTP	Secure File Transfer Protocol
SGLI	Serviceman's Group Life Insurance
SIB	SIDPERS Interface Branch
SICOOP	SIDPERS Continuity of Operations data dump file
SIDPERS	Standard Installation/Division Personnel System
SIHOL	SIDPERS Headquarters Operating Level
SLRP	Student Loan Repayment Program
SM	Service Member
SMOS	Secondary Military Occupational Specialty

Acronym/Abbreviation	Meaning
SOF	Strength Organization File
SPAY	Special Pay
SQI	Special Qualifications Identifier
SQL	Structured Query Language
SRCW	Source Commission/Warrant
SRIP	Selected Reserve Incentive Program
SS	Staff Specialist
SSI	Specialty Skill Identifier
SSN	Social Security Number
SSSI	Secondary Specialty Skill Identifier
SSVC	Selective Service Code
SUM	Software User Manual
TAPDB-G	Total Army Personnel Database – Guard
TAX	Tax Information Individual
TDA	Table of Distribution and Allowance
TIG	Time In Grade
TING	Transfer to Inactive National Guard
TOER	Term of Enlistment – Reserve
TPSN	Troop Program Sequence Number
TRADOC	U.S. Army Training and Doctrine Command
TRF	Transfer Within State
TRSN	Troop Program Sequence Number
TSSC	Technical Support Services Contract

Acronym/Abbreviation	Meaning
TYCS	Twenty Year Certificate Status
UIC	Unit Identification Code
UPC	Unit Processing Code
UPS	Unit Personnel System
USA PEO EIS	United States Army Program Executive Office Enterprise Information Systems
USAR	United States Army Reserve
USC	United States Code
USPFO	United States Property and Fiscal Office
UTSP	Uniformed Thrift Savings Plan
VA	Veterans Administration

DRAFT